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ABSTRACT

This kit suggests ideas and resources for adult educators and other community workers to use in assisting individuals, groups, and communities to respond effectively to a changing economy. Introductory materials provide the purpose, a note on content arrangement, and suggestions for program methods and program planning. The main portion of the kit is divided into 10 sections, each devoted to one program theme. Each program theme unit contains a brief introduction to the theme or subject; "Program Possibilities" taken, for the most part, from program calendars of adult education institutions (topics and a suggested type of program for each); "Experience Suggests," which draws out the main features and lessons from the field in the program area; and "Resources," which lists some of the programming aids available (organizations and publications). The 10 themes are finances and the law, marketable skills, stress, women, advocacy, economic self-reliance, volunteer programs, entertainment/recreation, theater and the arts, and understanding economics. Two other sections concern obtaining, digesting, and recycling economic and social information for community education purposes and simple evaluation. (YLB)

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EXPERIENCES FROM THE FIELD

AN ADULT EDUCATOR'S RESOURCE KIT

CE042794

2nd edition

Printed in a Union Shop.

Acknowledgement: Appreciation is expressed to all of those who provided suggestions and support for this second edition of the resource Kit.

Sponsored by: The Adult Education Consortium on Economic Dislocation
Dorothy Clode, Chairperson

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PURPOSE

The purpose of this Kit is to suggest ideas and resources for adult educators and other community workers to use in assisting individuals, groups and communities to respond effectively to a changing economy.

INTRODUCTION

In October 1983 the publication, **An Adult Educator's Resource Kit for Tough Economic Times**, was introduced. Based on experiences from the field, it outlined practical suggestions for helping individuals, groups and communities cope with the severe recession that began in 1982. This publication was well received both within the Province and from elsewhere, with many orders from outside the country.

This new Kit is an update of the first edition. New field experiences are reported and new resources have been listed. As well, a new theme has been added -- that of "women." This is done in recognition of the profound changes occurring with respect to women in the economy and the critical role women have as partners or as single parents in helping families weather economic stress.

The emphasis on the first edition was very much on helping individuals and communities survive and cope with the confusing and rapidly declining state of their local household and community economies. This second edition places more emphasis on renewal. The section on "Economic Self-Reliance" has suggestions and resource listings for how communities can forge fresh co-operative efforts across a variety of interests for economic and social development.

Adult education can help with this process of renewal. This new Kit is part of the contribution. It is a guide that is subject to further revisions from experiences in the field. Comments, suggestions and ideas for format and content will be most welcome.

A NOTE TO THE READER

Each Program Theme unit is arranged in the following manner:

1. A brief introduction to the theme or subject is provided.
2. "**Program Possibilities**" of the theme are given. These are taken, for the most part, from program calendars of adult education institutions.
3. "**Experience Suggests**" draws out the main features and lessons from the field in each program area.
4. "**Resources**" lists some of the programming aids available, which include organizations and publications.

THE APPROACH

Ten different themes have been identified here for programming related to the subject of the economy. The adult educator may approach these themes using one or several of the following program methods:

- » the provision of information and counselling services;
- » the organization of courses of instruction of a credit and non-credit nature;
- » the organization of special programs: workshops, seminars, conferences, theatre and art events, as well as media productions;
- » the initiation and/or support of community self-help groups;
- » the initiation and/or support for specific projects that deal with community economic needs; for example, a food bank, a cooperative business, or a community economic development corporation.

The most effective program planning methods are those that:

- » are based on needs that have been clearly identified by the community through an active process of community consultation;
- » build on the natural strengths and interests in the community, tapping local leadership and skills;
- » mobilize and arrange the necessary educational and other resources in ways that suit the particular requirements of the groups and projects concerned;
- » have "ownership" of the project or program with the community group.

THEME I: FINANCES AND THE LAW

The unemployed or those on fixed reduced incomes are concerned with problems of meeting rent, mortgage or car payments, and finding the money for food and household expenses. Financial and legal problems are often closely connected. What resources can be provided to help people cope?

PROGRAM POSSIBILITIES

1. **Surviving the Recession**

   A series of courses offered to help people cope with the current economic situation:

   - saving on car expenses -- BCAA
   - how to buy a used car -- BCAA
   - saving on clothes
   - money management
   - saving on energy

2. **Money Management**

   A seminar to provide information and possible solutions to problems such as debt management, bankruptcy, budgeting, etc.

3. **Mortgages and Foreclosures**

   Have you lost your job? Are you unable to keep up your mortgage payments? Are you facing mortgage renewal? If the answer to these questions is "yes," you may wish to attend this informal forum dealing with the legal options open to you.

4. **Challenge at the Checkout**

   A workshop on tips on wise shopping and stretching the dollar further.

5. **Bankruptcy Procedures**

   A workshop on alternatives to bankruptcy; how and when to declare bankruptcy.

6. **Unemployment Insurance**

   An information session covering: who is eligible; types of benefits; how, when and where to get benefits; disentitlement; job search records; interviews; appeals; and how to avoid problems.

7. **Small Claims Court Procedures**

   An information session covering: how to start an action in the Small Claims Court; how to defend yourself against one; and trial procedures.

EXPERIENCE SUGGESTS

Despite the best efforts on the part of programmers, it is frequently the people who are already coping with their financial circumstances who participate. Those most in need don't come to general courses and workshops. Program titles and descriptions have to be chosen with care. Some people will feel that participation is an admission of failure. Wording should be practical, concrete, and positive.

Suggestions for the adult education programmer:

» **Form Living Room Budget Circles**

A social worker in an inner city neighbourhood encouraged a group of low income mothers to come together during the day once a week on a social and informal education basis. Recipes and household maintenance tips were shared, along with shopping experience. The group rotates, and the hostess demonstrates some of the ways she stretches dollars.

» **Visit Places Where Working People Gather**

Clubs and social spots (including the pub) where working people come together are natural places to visit for program development. A flyer, placemat, or personal contact can be the basis for generating interest and participation in educational programs.

» **Establish Working Relationships with the Various Organizations Concerned with Unemployment**

When a lay-off announcement is made, the educator might contact the employer's personnel department with information that can be given to affected employees. A special program might be developed for the specific situation. Similar contact could be made to unions, to the Unemployment Action Centres of the B.C. Federation of Labour, and to agencies such as Canada Employment Centres, and the Ministry of Human Resources.

» **Form and/or Support Self-Help Groups**

In difficult times people inevitably organize for mutual support and assistance. The adult educator should have credible connections to these groups, perhaps even have initiated them. The roles are to assist the group in its organizational development and to be an educational resource for its learning needs. Ownership of the education program is with the group.

Groups may be of an information nature, such as is illustrated in the living room budget circle just mentioned, or they may become formally established organizations with major objectives. Examples of such organizations (a food co-operative, for instance) are provided in Theme Six, Economic Self-Reliance.

RESOURCES

A. ORGANIZATIONS

1. **Better Business Bureau**

   The purpose is to act as a communication link between business and consumer. Check the local directory for listing.

2. **B.C. Ministry of Consumer and Corporate Affairs, Debtor Assistance Branch**

   The purpose is to provide financial counselling to people unable to solve financial problems on their own or through their creditors.

   600 - 865 Hornby Street
   Vancouver, B.C. V6Z 2H4
   Tel: 660-3550

   940 Blanshard Street
   Victoria, B.C., V8W 2H3
   Tel: 387-1747

3. **City Farmer**

   The purpose is to provide practical information about gardening for food in the city.

   801 - 318 Homer Street
   Vancouver, B.C., V6B 2V3
   Tel: 685-5832

4. **Consumer and Corporate Affairs, Canada**

   The purpose is to provide information of relevance to the consumer, including labelling, bankruptcy, and inspection for fraudulent practices.

   300 Burrard Street
   Vancouver, B.C., V7Y 1C9
   Tel: 666-5000

5. **Consumers' Association of Canada (B.C. Branch)**

The purpose is to act as a lobby for consumers and to provide information on and test consumer products.

103 - 163 West Hastings Street
Vancouver, B.C., V6B 1H5
Tel: 682-3535

6. **Dial-A-Law (B.C. Branch), Canadian Bar Association**

The purpose is to provide a general information service to the public at no charge around common legal problems (including consumer law) by means of recorded and printed messages. A guide to tapes is available.

1148 Hornby Street
Vancouver, B.C., V6Z 2C3

Tel: 687-4680 in the Vancouver area. Outside, dial the operator and call collect to the same number.

7. **Lawyer Referral Service (B.C. Branch), Canadian Bar Association**

The purpose is to provide an interview with a lawyer, for up to thirty minutes for a nominal fee of $10.00, regarding possible legal problems and how to seek help. The service is designed to encourage people to seek legal advice early before problems become complicated and expensive.

1148 Hornby Street
Vancouver, B.C., V6Z 2C3

Tel: Vancouver and Lower Mainland 687-3221

Lawyer Referral Services are also available as follows:

Tel:	Victoria	382-1415
	Prince George	562-6717
	Kelowna	762-7817
	Nanaimo	753-0434
	South Cariboo	398-5500
	Campbell River	287-2522
	Duncan	748-4013

Nelson	352-2405
Vernon	549-3300
Quesnel	992-8590
Port Alberni	723-8721
Courtenay	Zenith 2574
Prince Rupert	627-8477

8. **Legal Services Society**

The purpose is to administer the legal aid services in British Columbia. Consult local listings, or contact the administrative office:

300 - 1140 West Pender Street
Vancouver, B.C., V6E 4G1
Tel: 660-4600

In Vancouver and Victoria the following societies provide legal aid services:

Vancouver Community Legal Assistance Society
257 East 11th Avenue
Vancouver, B.C., V5T 2C4
Tel: 872-0271

The Law Centre
1221 Broad Street
Victoria, B.C., V8V 2A4
Tel: 388-4516

9. **People's Law School**

The purpose is to provide public education in the law (including elements of personal finances) through lectures, publications and video productions. There is also a free telephone information and referral service.

3466 West Broadway
Vancouver, B.C., V6R 2B3
Tel: 734-1126

B. PUBLICATIONS

B.C. Federation of Labour, 3310 Boundary Road, Burnaby, B.C., V5M 4A2, Tel: 430-1421, **A Survival Handbook for the Unemployed Worker.**

This concise, informative booklet includes basic information on unemployment insurance, welfare, mortgage foreclosure, paying your debts, budgeting, and where to go for help.

B.C. Ministry of Consumer and Corporate Affairs and B.C. Ministry of Education, **Teacher Resource Manual**, 1982.

Designed to supplement the Consumer Education course in British Columbia high schools, these volumes provide useful information on the teaching of credit and debt, including the rights of creditor and debtor, procedures for repossession and overindebtedness, including bankruptcy.

B.C. Ministry of Consumer and Corporate Affairs, 940 Blanchard Street, Victoria, B.C., V8W 3E6, **Reference Materials: A Consumer Education Kit.** (Free of charge)

Included are **Fast Facts brochures** such as "Foreclosure," "Repossession Procedures and Your Rights," "Surviving the Crisis," and **8 Ball**, a game of money management.

Beach, Wayne and Hepburn, Lyle, R., **Are You Paying Too Much Tax?**, Toronto: McGraw-Hill Ryerson, 1981.

Describing Canada's tax system and offering a tax planning checklist, the authors cover every aspect of your tax dollar. Professional assistance is advised.

Brown, Kathleen H., **Personal Finance for Canadians**, Scarborough, Ontario: Prentice-Hall Canada, 1981.

A well documented text, this book fills a gap between popular money management titles and more comprehensive legal literature. Sections on credit, consumer loans, interest rates, overindebtedness, and home mortgages are especially relevant. References are made to appropriate legislation, and bibliographies accompany all chapters.

Caplovitz, David, **Consumers in Trouble: A Study of Debtors in Default**, New York: Free Press, 1974.

Concludes that creditor plaintiffs fall into at least two classes: those who use high pressure tactics to sell goods and collect debts; and those who are more humane and concerned with good will. Wage garnishment is more often used by the unethical who sell more frequently to poor and high risk debtors. Ultimately the poor suffer much more in the debt collection system.

Edelhart, Mike, **Living on a Shoestring**, New York: Anchor Books, 1980.

Cheapie meals and creative cookery make up the better part of this book, which sounds flippant but is in earnest. Notice the three Universal Laws of Creative Poverty. A bit basic (plywood furniture) but an idea book to enjoy.

Farmworkers' Legal Services, 2406 Montrose Avenue, Abbotsford, B.C., V2S 3S9, Tel: 530-3514 or 859-7681, **Farmworkers' Legal Rights, A Handbook.**

Provides information on the subjects of minimum wages, paying wages, job cessation, holidays and vacation pay, injuries, pesticides, pregnancy, unemployment, income assistance, over 60, and unionizing.

Granger, Alix, **Don't Bank on it: A Consumer Guide to Canadian Bank, Trust Companies, Credit Unions, and Other Financial Institutions**, Toronto: Doubleday, 1981.

A highly critical look at banks from the consumer's point of view. It is useful in showing consumers what they face in terms of over-indebtedness.

Grenby, Mike, **Mike Grenby's Money Book**, Vancouver: Self-Counsel Press, 1979.

Sales and coupons, money-making hobbies, entertainment, and travel broaden the basic concerns of insurance, credit, taxation and retirement covered by most other guides. All of these are dealt with in a humorous, easily-read style.

Hallman, G. Victor, **Personal Financial Planning: How to Plan for your Financial Freedom**, 2nd ed., New York: McGraw-Hill, 1981.

A sound antidote to overindebtedness, this title emphasizes long-range planning for financial success. Detailed, comprehensive and positive in approach.

McNeill, Patricia, **Consumer Book for B.C.: How to Shop, Complain and Get What You Want**, Vancouver: International Self-Counsel Press, 1981.

The chief values of this guide are its comprehensiveness and B.C. orientation. Most problems a consumer might face are referred to here. The author outlines the problem area, states the legislation that relates to it and gives the names and addresses of organizations that can help. A good section on debt and bankruptcy is included.

Parker, Allan A., **Credit, Debt, and Bankruptcy Handbook**, Vancouver: International Self-Counsel Press, 1981.

An easy-to-read summary of Canadian credit, debt and bankruptcy law, this guide is a highly recommended introduction to the subject. The author's legal and consumer experience in British Columbia is considerable and results in relevant "how to" advice. It is especially sound on bankruptcy procedures.

People's Law School, **Small Claims Court Procedures**, 5th ed., Vancouver: People's Law School, 1981.

An indispensable detailed procedure guide that includes sample forms, addresses, and other necessary information for the first time court case. Whether one is suing or being sued, the steps are here.

Salisbury, David F., **Money Matters: Personal Financial Decision Making with the Pocket Calculator**, Englewood Cliffs, N.J.: Prentice-Hall, 1982.

Figure them out -- interest charges, inflation rates, lifecycle costs of appliances, and comparisons of buying and renting. With a review of math and a primer on calculators, Salisbury helps solve difficult financial problems.

Snyder, J. Christopher, and Anderson, Brian E., **It's Your Money**, Toronto: Methuen, 1982.

"Should I invest in gold, buy an RRSP, or pay off my mortgage?" Concerned with inflation, taxation and social legislation in Canada, this book offers some do's and don'ts for shopping and financial planning. Included is a sample personal financial profile -- very useful.

Social Planning Council of Metropolitan Toronto, **Guides for Family Budgeting**, Toronto: Social Planning Council of Metropolitan Toronto, 1983.

Although this guide is intended primarily for professionals and academics, it provides information useful for anyone serious about budgeting and costs. It answers questions such as: "What is the average cost of clothing for boys aged 8 - 18 per month, per year? How much is spent on health care for an elderly person per year or month?" Sample budgets and financial advice are included.

Trubo, R., **Consumer's Book of Hints and Tips,** New York: Jonathon David, 1978.

Among the useful hints and tips are suggestions for reducing one's cost of living without sacrificing one's quality of life. The book outlines how to prepare a budget step-by-step, including everything from wise buys in food and clothing to economic housing, furnishings, credits, loans and taxes. Common sense guide to making ends meet.

Ward, Joanne, E., **Looking at Consumer Credit,** Toronto: Gage, 1981.

Designed as a module for instruction, this booklet is easy-to-read and very informative. Although it is directed at young people, its contents are definitely appropriate for adults as well. The emphasis is on understanding the pros and cons of credit as they relate to individual goals and situations. Chattel mortgage, repossession, garnishment, bankruptcy and other remedies for indebtedness are included.

THEME 2: MARKETABLE SKILLS

A realistic assessment of existing employment skills will include an individual's formal skills (vocational/academic qualifications, work experience) as well as informal skills and interests (hobbies and talents that might generate income and a new career). Skills in looking for work and in presenting oneself are also important.

PROGRAM POSSIBILITIES

1. **Network Skills in Job Hunting**

   Learn skills to penetrate the hidden job market. 80% of vacant positions go unadvertised. This workshop gives you the specific and refined networking techniques which will increase the probability of your obtaining that new job or promotion.

2. **Employment Orientation Program**

   This full-time program is designed to assist men and women in career and life style decision-making, and in establishing an awareness of existing employment opportunities. Includes career counselling, locating employment, building a stable career, on-the-job training, and working in a business or industry of your choice.

3. **Employment Orientation for Immigrants**

   A workshop designed to help immigrant men and women with intermediate-level language skills to orient themselves to finding suitable employment. Includes assessing personal skills, finding out where the jobs are and how to get them, interviews, resumés, human rights, unions, labour laws and job placement.

4. **Planning for Work**

Are you looking for a job in these troubled times? There are jobs out there. This course shows you how to find a job and get it. Topics covered in the program include your job campaign, preparing your resumé, job interviewing skills, etc.

5. **Planning for your Future**

This course is directed to people with little or no work experience who need to develop improved motivation and acquire communication skills. A second course is for those with some work experience to acquire effective and creative techniques in job search and job interview.

6. **The Job Finders' Club**

The Job Finders is a self-help group made up of people searching for work and/or who have recently found it. With the help of resource people, effective job search techniques are learned. Members then provide moral and practical support to one another through a regular daily schedule of hunting and interviews.

7. **The Job Change Project**

In this program, participants plan and create their own jobs. With the help of the Project, a compatible group of people is formed by individuals who are looking for work. Participants may have a variety of skills; mechanical, technical, professional, sales, etc. Again, with the help of the Project and a co-operating educational institution, the group organizes its own training and education with respect to identifying potential business opportunities, developing and testing goods or services, obtaining funding and getting the new business off the ground.

EXPERIENCE SUGGESTS

It is important to have a detailed breakdown of the unemployment and employment patterns in the area served. Age, occupation, and sex are important factors. Compare the labour force information with that of the employment opportunities locally, throughout the province, and nation-wide.

Assess the local educational and vocational training opportunities. Are they adequate to the task of matching people to employment prospects for the short-run and foreseeable future?

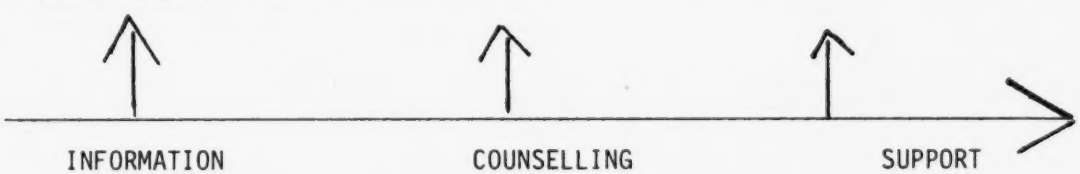
Key reference groups include:

- employment counsellors
- educators in education institutions
- local CEIC office
- District Labour Council
- Chamber of Commerce or other local business groups.

Is there co-ordinated planning effort among these groups? A local or regional economic development officer and his council is a key link for knowledge about business and industrial strategy. Is there a goal to boost the local tourist industry or to start a new commercial activity in electronics?

It is important that a career program be developed to stay with the individual through all the following stages:

Preparation for Employment	Employment Search	Employment
- life skills	- job application	- on-the-job performance
- personal finances	- interviews	- advancement
- family support	- follow- up	
- vocational skills		



1)

The more closely co-ordinated are the functions of counselling and personal social services, education and training, job development, and employment placement, the greater the likelihood of success for the individual.

There are practical ways that the adult educator can help colleges and schools develop 'entry points' that are credible to the disadvantaged adult or indeed to anyone going through employment and career changes.

a. The Learning Resource Centre is now a proven access point. Usually it is located in a geographically convenient area for the target population. Its services can include information, referral, counselling, tutorial and small class instruction, offerings of programs via the Open Learning Institute and the Knowledge Network and related library resources. It may be sponsored by a college, a School Board, the public library or a combination thereof.

b. Scheduling access to commercial/business classrooms, home-economics and other vocationally-related amenities in secondary schools is another approach. These facilities have long been used for adult night school. With declining student enrollment in many areas they may well be available for adult day-time use. For example, one community services centre has free access to typewriters for adults in its secondary school. The person coming in is free to practice typing independently or to work with a tutor. The informal nature of the service is its strength and many participants go on to enroll in formal study or to re-enter the job market. Some high school commerce teachers find that having adults in the same class as their secondary school students creates a very productive atmosphere.

RESOURCES

A. ORGANIZATIONS

1. B.C. Ministry of Education

The Ministry provides Training Access (TRAC), an innovative approach to technological and vocational training. Candidates for this program, on the basis of initial testing, are introduced to a Core program during which aptitude tests determine a career option for them. Students move at their own pace, and testing continues to be part of their program, allowing for changes at any step of the program, with competency and aptitude determining the choices. For information, contact your local community college.

Tel: 387-4611

2. B.C. Ministry of Human Resources

Employment consultative services are provided by the Ministry of Human Resources for its clients. Furthermore, two-week Job Action Programs, designed to build self-confidence, provide job search techniques and develop money management skills, are held regularly. Consult telephone directory for local listing.

3. B.C. Ministry of Labour

The Ministry of Labour produces a kit which outlines its services. These include Apprenticeship and Employment Training Programs, with employment opportunity programs, trade schools, manpower consultative services, community vocational rehabilitation services, and a Women's Program.

Tel: 879-7531 Vancouver
389-3088 Victoria
291-6126 Private Trade Schools

VANCOUVER ISLAND REGION

Campbell River
Tel: 286-3265

Nanaimo
Tel: 753-9185

Victoria
Tel: 389-3088

NORTHERN REGION

Dawson Creek
Tel: 782-5931

Prince George
Tel: 565-6020

Terrace
Tel: 638-8191

Williams Lake
Tel: 398-4211

LOWER MAINLAND REGION

Burnaby
Tel: 294-3878

Chilliwack
Tel: 792-0634

INTERIOR REGION

Cranbrook
Tel: 426-2283

Kamloops
Tel: 828-4522

Kelowna
Tel: 763-9241

Nelson
Tel: 352-2211

Vernon
Tel: 542-1397

4. **Employment and Immigration Commission, Canada**

Employment programs and services for Canadians are described in a booklet published by the Department. Counselling and assistance with job search are provided. Consult telephone directory for local office listing.

Regional Office: 1055 West Georgia Street
Vancouver, B.C., V6E 2P8
Tel: 666-6642

5. **Learning Resource Centres**

For information, consult the Directory of Special Projects.

Available from: Continuing Education Division
Ministry of Education
Victoria, B.C., V8V 2M4.
Tel: 387-4611

6. **Provincial Institutes and Community Colleges**

British Columbia Institute of Technology
3700 Willingdon Avenue
Burnaby, B.C., V5G 3H2
Tel: 434-5734

Emily Carr College of Art and Design
1339 Johnston Street, Granville Island
Vancouver, B.C., V6H 3R9
Tel: 687-2345

Justice Institute of British Columbia
4180 West 4th Avenue, Blake Hall
Vancouver, B.C., V6R 4J5
Tel: 228-9771

Open Learning Institute
7671 Alderbridge Way
Richmond, B.C., V6X 1Z9
Tel: 270-4131 (to reverse charges, call **270-8021**)
294-0800 University Library Information

Pacific Marine Training Institute
265 West Esplanade
North Vancouver, B.C., V7M 1A5
Tel: 985-0622

Pacific Vocational Institute
Board and Management Offices
3650 Willingdon Avenue
Burnaby, B.C., V5G 3H1
Tel: 434-5711

Community Colleges
Consult the Yellow Pages of the Telephone Directory under 'Schools - Academic' for telephone numbers of local campuses.

B. PUBLICATIONS

Allen, Jeffrey, G., **How to Turn an Interview into a Job,** New York: Simon and Schuster, 1983.

The inescapable truth about getting a job is that the interview is almost all that matters. Everything else is back-up for that meeting. Specific, positive, and concise, this book gives excellent advice.

Bolles, Richard Nelson, **The Quick Job-Hunting Map: a fast way to help,** Berkeley, California: Ten Speed Press, 1979.

Directed at anyone facing obstacles in the job hunt, this map is just what is needed. Charts, illustrations and diagrams lead you very surely and quickly to a job hunting strategy. Very helpful for all.

Bolles, Richard Nelson, **The Three Boxes of Life: and how to get out of them,** Berkeley, California: Ten Speed Press, 1983.

This book is essentially a book of ideas. Ideas about school, work and retirement -- what's wrong with them, what could be right with them, and how you might do something about that in your own life.

Bolles, Richard Nelson, **What Color is Your Parachute? A practical manual for job-hunters and career changers,** 3rd ed., Berkeley, California: Ten Speed Press, 1983.

A fascinating book. Bolles distills the experience of millions of successful job-hunters -- of all ages, personalities, etc. -- into a wonderfully stimulating 'how to find a job' manual. Well illustrated, thoroughly documented, witty and sensitive, this book deserves to be read first.

Bostwick, Burdette, **Finding the Job You've Always Wanted,** New York: Wiley, 1977.

A classic in the field, this book takes the large view, looking at career planning at many stages of life and levels of achievement. Resumés are geared closely to individual situations, and many examples are included. Aimed at executives, managers and administrators.

Canada Employment and Immigration, **Creative Job Search Techniques,** Ottawa: Supply and Services, 1982.

Three steps -- knowing yourself and the market, knowing what to do, and making an impression -- are the prerequisites of a successful search. Introduction only.

Canada Employment and Immigration, **Guide for the Job Hunter,** Ottawa: Supply and Services, 1980. (Free.)

Simple and down-to-earth, but useful. This government pamphlet provides the key suggestions, and prepares the job hunter for questions the employer might ask.

Downe, Robert P., **The Better Book for Getting Hired,** Vancouver: International Self-Counsel Press, 1982.

Actually, not the best book However, it is well organized, comprehensive, and easy to consult.

Fox, Philip J. and Mancuso, Joseph R., **402 Things You Must Know Before Starting a Business,** Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1980.

Designed for entrepreneurs who want to start their own business. Excellent reference lists.

Half, Robert, **The Robert Half Way to Get Hired in Today's Job Market,** Toronto: Bantam Books, 1981.

This book is written in a clear, concise, encouraging manner, often with humorous examples. Every step of the job-finding process is discussed in great detail, from making initial contacts to preparing for the interview. Included is an excellent section on writing a good resumé. This book shows methods to highlight your accomplishments while minimizing your weaknesses. It shows how accomplishments can outweigh experience. The interview section is very thorough and deals with the general types of questions asked at interviews, and how to make them work for you - not against you. 'You can do it' is effectively conveyed.

Irish, Richard K., **If Things Don't Improve Soon I May Ask You To Fire Me: The management book for everyone who works,** Garden City, New York: Anchor Books, 1976.

This book covers the whole area of hiring and firing -- where there are far more losers than winners (winners being people who are happy, effective and fulfilled in their jobs.) Sections on resumés, and on firing are worth reading.

Irish, Richard K., **Go Hire Yourself An Employer,** Garden City, New York: Anchor Books, 1973.

This book stresses what an individual can do for an employer rather than the reverse. Includes the art of interviewing for information about jobs not found in the Help Wanted Ads.

Justis, Robert T., **Managing Your Small Business,** Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1981.

This book presents a human approach to small business management, using the case study approach.

Lathrop, Richard, **Who's Hiring Who,** Berkeley, California: Ten Speed Press, 1977.

This book attempts to give you an understanding of the key factors controlling hiring decisions. The applicant can know more than the employer does. Knowing how to get hired is the key -- not your qualifications.

Matthews, Kathy, **On Your Own: 99 Alternatives to a 9 - 5 Job,** New York: Random House, Vintage Books, 1977.

Some ordinary, and many less than ordinary, jobs are described, with information about how to find out more about the job, how to make a start, how and where to train, special considerations, and an idea of the salary or wage range one can expect. A good book for stretching the imagination about kinds of jobs.

Turnbull, Andy, **Another Way,** Ottawa: Deneau and Greenberg, 1980.

A fascinating approach to the business of making a living. Andy Turnbull turns to cottage industries. Structured around biographical sketches of a variety of successful people, this book provides a refreshing perspective on the unemployment scene.

Weinstein, Bob, **Resumés for Hard Times: How to Make Yourself a Hot Property in a Cold Market,** New York: Simon and Schuster, 1982.

In a precarious economy like ours, you could be fired tomorrow. One thing you must do to be employed again is to know yourself and what you can do. A little simplistic, this workbook is practical, if uninspiring.

Specialized Job Related Directories

Vancouver Public Library
Business Directory Service
Tel: 665-3360

The following directories are available at the Vancouver Public Library:

Canadian Business Index
Canadian Data Processing Directory
B.C. Lumberman Greenbook
Canadian Key Business Directory
B.C. Commercial Directory
Financial Post Directory of Directors
B.C. Manufacturers' Directory
Financial Post Survey of Industrials

THEME 3: STRESS

Accepting one's reduced economic circumstances can be a wrenching emotional experience. Reactions of guilt, anger, depression, and self-denegation are common. Personal stress spills over into inter-personal difficulties. The family is often hard hit, yet it has potential to be the greatest source of support.

PROGRAM POSSIBILITIES

1. **Maintaining Self-Esteem During Periods of Underemployment or Unemployment**

   A day-long workshop that includes character strengths assessment, values clarification, setting priorities, and building support networks.

2. **Stress of Unemployment**

   Unemployment is a blow to self-esteem. The workshop deals with the sources of stress, identifies what an unemployed person needs to do to maintain self-esteem and provides information and referral to other sources of help for the unemployed.

3. **Handling Unemployment Groups**

   This program capitalizes on the individual's strengths and the value of mutual support. Stress management, dealing with family and friends, and preparing for job interviews are some of the topics. Participants are encouraged to take on leadership of the group and, as a result, self-help groups continue to meet after the program is over.

4. **Stress Management**

This session includes:

- theory on the physical aspects of stress
- personal stress file
- film - 'The Stress Mess'
- methods of managing stress.

5. **Communication in the Family**

According to therapist Virginia Satir, "communication is the greatest single factor affecting a person's health and relationship to others." This workshop is directed at (1) establishing the elements of effective, straight communication, and (2) showing families how they can maintain open, healthy communication through the stresses of family life, cycle changes, transitions, and hardships.

EXPERIENCE SUGGESTS

People suffering from economic hardship are frequently unwilling or unable to acknowledge the full ramifications of their circumstances. Acknowledgement is the first step towards taking charge of their situation. Regaining a sense of perspective, realizing that others are in a similar plight, organizing problems into manageable pieces and giving them priorities -- these are some of the steps that can help people reach that crucial point where they are in control of their own lives again. Adult educators wanting to help stressed individuals must determine at what point or points in the process of recovery they can contribute resources and/or services. The possibilities include:

- information and referral service
- professional counselling or peer counselling
- formal programs and services
- informal programs, e.g., self-help networks
- opportunities to help and work with others

More specifically, the adult educator might:

- initiate or join a consortium of helping agencies and community self-help groups to develop an over-all strategy for emotional support services;

- develop or contribute to a special "unemployment information" brochure describing sources of help;

- establish an information and referral service in the education institution and/or elsewhere in the community;

- offer professional training programs for other human service workers that equip them for counselling the unemployed;

- design a peer counselling program under the supervision of a trained counsellor that would generate a competent counselling sevice by using mature community people, including the unemployed;

- support opportunities for counselling activity within self-help groups and other natural helping systems and offer in-service training;

- organize volunteer opportunities for people who are in the problem containment or resolution stages of coping with unemployment;

- offer workshops in conjunction with the local Mental Health Clinic and professionals such as a psychiatric social worker, psychologist, or psychiatrist;

- offer physical activity programs that help reduce the physiological causes of tension and stress, including activities like Shiatsu, Thai Chi and Yoga.

RESOURCES

A. ORGANIZATIONS

1. **B.C. Ministry of Health, Community Mental Health Services**

   The purpose is to provide counselling and referral assistance to people in emotional stress.

   1515 Blanshard Street
   Victoria, B.C., V8W 3C8
   Tel: 386-3166

2. **B.C. Ministry of Human Resources**

   The purpose is to provide a helpline for children that offers counselling for child abuse and neglect.

   Tel: Dial 'O' and ask for **Zenith 1234,** or **668-3111** (Vancouver Emergency)

3. **Canadian Mental Health Association, B.C. Division**

   The purpose (in relation to unemployment) is to provide workshops and information to assist people in coping with unemployment. A booklet is available, **Staying Sane While Unemployed.**

   Vancouver/Burnaby Branch, C.M.H.A.
   202 - 1053 Kingsway
   Vancouver, B.C., V5V 3C7
   Tel: 879-9261

4. **Family Place Network**

   There are a growing number of 'family place centres' in B.C. operated by voluntary societies, providing support systems, programs, and services to families. For information, contact:

   B.C. Council of the Family
   Parliament Buildings
   Victoria, B.C., V8V 1X4
   Tel: 387-5766

5. **United Way of the Lower Mainland**

The Social Planning and Research Committee (SPARC) has produced a book on Transition Houses, ("safe homes"): McLeod, Flora, **How to Establish a Refuge for Battered Women,** January, 1982.

1625 West 8th Avenue
Vancouver, B.C., V6J 1T9
Tel: 731-7781

B. PUBLICATIONS

Anderson, Robert A., **Stress Power: How To Turn Tension into Energy,** New York: Human Sciences Publishing, 1978.

This veteran physician, an advocate of holistic health, discusses the possibilities of avoiding the negative effects of stress by coping in positive and creative ways such as mediation, goal-setting, and positive visualizations. Notes and bibliography included.

Benson, Herbert and Klipper, Miriam Z., **The Relaxation Response,** New York: 1976

Insight into the nature of stress, elements essential for relaxation such as a quiet environment and a passive attitude, as well as meditation techniques.

Borgen, W., and Amundson, N., **The Experience of Unemployment: Implications for Counselling the Unemployed,** Nelson, Canada: 1984

Through a review of the literature and a survey of unemployed people, these two University of British Columbia professors have developed guidelines for counselling services for people who are out of work.

Canadian Mental Health Association, Vancouver/Burnaby Branch, 1725 West 2nd Avenue, Vancouver, B.C., V6J 1H7, Tel: 873-1633, **Staying Sane While Unemployed.**

This pamphlet includes a great deal of information and suggestions pointing to the need to participate to maintain self-esteem -- to circulate, and to keep active. Good lists of organizations are provided under headings such as 'recreation,' 'volunteer centres,' 'continuing education departments,' 'coping with bureaucracies,' 'legal problems,' 'making ends meet,' and 'medical services.'

Kirsh, Sharon, **Unemployment: Its Impact on Body and Soul**, Canadian Mental Health Association, 1983.

Contains questions and answers addressing the human costs of unemployment.

Puryear, Douglas A., **Helping People in Crisis,** San Francisco: Jossey-Bass Publishers, 1981.

The author addresses psychologists, social workers, and other professionals (adult educators) whose work involves helping individuals and families in crisis. He details the steps for successful intervention. Numerous case examples from clinical practice illustrate the approach. Readers are encouraged to check their analyses against Dr. Puryear's at every stage.

THEME 4: WOMEN

Women today face difficult choices in this unstable environment. The bottom line is the paycheque, and its effect on the family. Children and family responsibilities prevent many women from seeking full-time employment or demanding and time-consuming -- and therefore high-paying -- jobs. The majority of women today work for relatively low wages and, therefore, unemployment benefits are small or non-existent.

The economic recession has accentuated the problems, bringing drastically reduced wages, living standard, and poverty to many women and their families.

Women today are greatly in need of support -- practical, emotional, and spiritual -- caught, as many are, in a frightening and lonely struggle. A women's network has grown rapidly as more and more women have sought help, and then extended a hand to others when they have found their balance. There is now a wide number and variety of support systems available.

PROGRAM POSSIBILITIES

1. **For Women: Keeping Your Power**

   This program will help you turn your weaknesses into strengths by giving you the skills needed to gain control of your life and enhance your self-image. Areas covered include self-awareness, assertiveness, image master, and positive presentation.

2. **Dealing with Anger - For Women**

   Becoming angry is normal: expressing that anger in non-hurtful ways is often difficult. In this group you will have a chance to consider the origins of your angry feelings, the ways you have learned not to express them, and have an opportunity to learn new behaviours by means of action work.

3. **What Every Woman Should Know - about meeting life head on!!**

   Learn to live independently and decisively as a single person or as a partner in a marriage -- a hands-on course in total life planning. Guest experts and experienced volunteers will explore the issues of communication, support systems, risk-taking, assertiveness, self-esteem, and financial/alternative planning to achieve personal strength and independence.

4. **Women and the Law**

   This course covers marriage, separation, and divorce, aimed specifically at women. This is a more neutral title for the subject of marriage and divorce which can be a sensitive topic in some communities.

5. **Women at Work: New Alternatives**

   This three-session program deals with job market trends, new technologies, new jobs, and work in the trades for women.

6. **Women in Transition**

   A full-time college program designed to help with career and life-planning decisions in a supportive atmosphere. Topics include confidence-building, communications, transition skills, and career planning. Financial aid is available.

EXPERIENCE SUGGESTS

Many women's lives have been changed as a result of the initiatives of adult educators who organized activities and courses specifically relating to women's issues. Central to the effectiveness in helping

women make positive life changes is raising self-esteem. How can women be transformed from victims to survivors, and become active contributors to themselves and their communities?

The educator could:

» organize women's support groups, where mutual problems, hopes and concerns could be shared;

» provide life and employment skills opportunities;

» program courses relating specifically to the family, stress, and survival, at a minimal cost using volunteers;

» become a clearinghouse of information about women's issues.

RESOURCES

A. ORGANIZATIONS

1. **B.C. Ministry of Labour Women's Programs**

   The Ministry has published a report which outlines the status of women in B.C. in social, educational, and labour force fields. Two other Ministry of Labour publications, **B.C. Women's Programs Newsletters** and **Women in the Labour Market** both contain information concerning women's employment opportunities and conditions.

   659 Leg-in-Boot Square
   False Creek
   Vancouver, B.C., V8W 2B7
   Tel: 873-1664

2. **B.C. Parents in Crisis Society**

The aim is child abuse prevention. Weekly self-help groups are organized. People are referred or ask for help. Each person is assigned a volunteer sponsor.

13 - 250 Willingdon Avenue
Burnaby, B.C., V5C 5E9
Tel: 299-0521

3. **Coop Radio, FM 102.7**

A community-run radio station seeking to provide programs of relevance on public affairs and special needs, women's issues being one example.

337 Carrall Street
Vancouver, B.C., V6B 2J4
Tel: 684-8494

4. **Employment Orientation for Women**

Seven-week programs are offered every eight weeks throughout the academic year, providing career orientation, building self-confidence, aptitude tests, etc.

Women's Centre
Camosum College
3100 Foul Bay Road
Victoria, B.C., V8P 4X8
Contact Person: Joan Looy
Tel: 338-6523

5. **Everywoman's Bookstore Collective**

This is a non-profit, self-supporting bookstore with books by and about women, and general titles such as health care, religion, assertiveness, history and fiction.

641 Johnson Street
Victoria, B.C., V8W 1M7
Tel: 388-9411

6. **Family Services of Greater Vancouver**

Provides counselling for couples, parent/children, and individual members of a family.

1616 West 7th Avenue
Vancouver, B.C., V6J 1S5
Tel: 731-4951

7. **Greater Victoria Multicultural Women's Association**

This association provides educational programs for women of all cultural backgrounds, a multicultural drop-in centre, and encourages cultural and social integration of immigrant women and their families into Canadian society.

101 - 1012 Douglas Street
Victoria, B.C., V8W 2C3
Tel: 384-4525

8. **Intercultural Association of Greater Victoria**

This association offers immigrants the services of a library, educational programs, counselling and E.S.L. to immigrant wives.

411-417 - 620 View Street
Box 324
Victoria, B.C., V8W 2N2
Tel: 388-4728

9. **Mustard Seed Street Church**

Offers workshop services, counselling (with a pastor or trained women counsellors), a women's support group, and a food bank (which distributes groceries rather than hot meals).

550 Pandora Avenue
Victoria, B.C., V8W 1N7
Tel: Church 385-0512
Food bank 385-0232

10. **Native Women's Program, Employment Orientation for Women**

A seven-week program was conducted during the winter of 1984, and a second one is anticipated for September 1985.

Camosun College
3100 Foul Bay Road
Victoria, B.C., V8P 4X8
Tel: 388-6523

11. **Sexual Abuse Victims Anonymous**

Provides counselling and self-help groups to victims, past or present, of child sexual abuse. Advocacy, support, liaison, accompaniment, and referalls are provided by this group.

1951 Cook Street
Victoria, B.C., V8T 3P7

12. **Single Parent Resource Centre**

The Centre provides personal support, community resources, information, and group programs.

1611 Quadra Street
Victoria, B.C., V8W 2L5
Tel: 385-1114

13. **Status of Women Action Group (SWAG)**

This group was formed in 1971 to foster public knowledge of the rights and status of women and to promote full participation of women in social, economic, and political life. It operates on a volunteer basis, and publishes a newsletter, conducts public meetings and workshops on such subjects as education, childcare, employment, abortion, marriage, divorce and family law, and women in poverty.

1045 Linden Street
Victoria, B.C., V8V 4H3
Tel: 381-1012

14. **Vancouver Status of Women**

This group publishes **Kinesis** to enhance understanding about the changing position of women in society and to work actively towards achieving social change.

400A West 5th Avenue
Vancouver, B.C., V5Y 1J8
Tel: 873-1427

15. **Vancouver Women's Bookstore and Centre**

A non-profit collective, staffed by volunteers, which publishes a catalogue that categorizes titles. A comprehensive stock including women's topics and subjects ranging from art to blacks, history, humour, natives, songbooks, etc.

315 Cambie Street
Vancouver, B.C., V6B 2N4
Tel: 684-0523

16. **Vancouver Women's Health Collective**

The Health Collective provides information on all aspects of health care for women, and the resource centre includes an extensive library. Workshops are presented on topics such as birth control, breast health, menopause, and health-related topics. Counselling is provided on abortion, and pregnancy testing is carried out.

888 Burrard Street
Vancouver, B.C., V6Z 1X9
Tel: 682-1633

17. **Victoria Women's Transition House**

Shelter and supportive counselling, information and referrals are provided to women living in abusive situations. The House is open 24 hours a day, 7 days a week.

Box 6271, Station C
Victoria, B.C., V8P 4G0
Tel: 385-6611

18. **Women's Centre**

A drop-in centre providing information and workshops (see Item 4. Employment Orientation for Women).

Camosun College
3100 Foul Bay Road
Victoria, B.C., V8P 4X8
Tel: 388-6523

19. **Women for Economic Survival**

Formed in January 1984, the membership includes women involved in Women Against the Budget, Ability Personnel, Status of Women Action Group, Women's Programs, Vancouver Island Human Rights, and Victoria Sexual Assault Centre. The group came together to promote research, identify needs and to recommend policy and program changes with respect to the role of women in tough economic times.

Contact: Stella Lord
1388 Monterey Street
Victoria, B.C., V8S 4W1
Tel: 595 2542

20. **Women in Trades**

A small collective of women who work in trades and trades-related occupations who provide support counselling, information about organizations, issues, films, workshops, and a library.

2 - 2824 Dysart Road
Victoria, B.C., V9A 2J8
Tel: 384-0529

21. **Women's Sexual Assult Centre, Victoria**

Tel: Crisis Line: 383-3232
Business Line: 383-5545

22. **The Women's Skills Development Society**

The goals of this groups are "to promote women's access to education and the skills necessary for participation in the work force of the future." This group produced **Tools for Change** and **Surviving the 80's** (the Instructor's Guide). These are available through BCTF Lesson Aids Department.

9 - 4443 Irmin Street
Burnaby, B.C., V5J 1X8
Tel: 430-0450

B. PUBLICATIONS

Baker, Nancy C., **New Lives for Former Wives,** Garden City, N.Y.: Anchor Press/Doubleday, 1980.

Based on case histories of many women who sought counsel, this book is an excellent resource for women coping with the problems of singleness. It is extremely encouraging, insisting that one can move from suicidal extremities of depression to new, creative, happy lives. It gives much sound practical advice for women relating to finances, relationships, emotional needs, and many other issues. Highly recommended for its encouragement and practical usefulness.

The Canadian Council on Social Development, **The One-Parent Family,** Ottawa: Canadian Council on Social Development, 1971.

This Canadian report sets out recommendations on income, training, education, and legal procedures affecting children from lone parent families with implications for social reforms. Also included are profiles of lone parents and a list of community resources for lone parent families in Canada.

Fisher, E.O., "A Guide to Divorce Counselling", **The Family Coordinator**, 22, (Jan. 1973): pp. 55-62.

The author advocates the use of three separate terms -- "pre-divorce counselling," "divorce counselling," and "post-divorce counselling," in view of the fact that the collective term "marriage counselling" is too restricted and should be replaced by "marriage and divorce counselling."

Jahn, P. and Campbell C., **The Self-Help Guide to Divorce, Children, Welfare,** Toronto: Anansi Press, 1976.

A practical guide for those involved in marital dissolution, this handbook provides the necessary information for a person to take full advantage of the legal system. The handbook is directed at those who are poor and wish to know more about the welfare system in Canada.

Kronby, M.C., **Canadian Family Law,** Ontario: General Publishing Co., 1979.

A guide to the new Canadian law on marriage, contracts, separation, divorce, financial support, child custody, and property rights for those undergoing marital breakup and professionals who are counselling the group.

Lembeck, Ruth, **Job Ideas for Today's Woman,** Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1974.

Very practical, with a lot of suggestions about getting started, and a large number of job ideas. Takes into account, sympathetically, the variety of circumstances in which a woman might be placed, and in need of a job.

National Association for Women and the Law, **Legal and Financial Management for Women,** Victoria, 1981.

With help from the Law Foundation of B.C. and the B.C. Ministry of Consumer and Corporate Affairs, this booklet was prepared by the Association in response to the needs of women. Foundations of assertive behaviour and setting goals get you started on a strategy for independence. Budgeting, investing, credit, taxes, finding a job and pensions are discussed briefly, but to the point.

Sanford, Linda T. and Donovan, Mary Ellen, **Women and Self-Esteem: Improving the Way We Think and Feel about Ourselves,** Garden City, N.Y.: Anchor Press/Doubleday, 1984.

A compassionate study of women's feelings of inadequacy based on interviews with women from all walks of life and women who participated in Self-Esteem Enhancement Groups. Provides concrete suggestions -- some in the form of step-by-step exercises -- for things women can do, starting right now, to begin to build higher self-esteem.

Townson, Monica and Stepenhurst, Frederick, **Canadian Woman's Guide to Money,** Toronto: McGraw-Hill Ryerson, 1982.

Statistics on families and incomes in Canada describe a reality far different from the myths that influence legislation and attitude. The majority of women are no longer financially dependent -- like it or not. This straightforward approach to financial management includes sections on sharing of expenses, part-time work, child care, investing and borrowing, life insurance and pension plans, and a final chapter on where to get advice.

Vancouver Status of Women, **Kinesis,** Vancouver: Canadian periodical Publishers Association.

This newsletter is published ten times a year. Its objectives are to enhance understanding about the changing position of women in society and work actively towards achieving social change.

Vancouver Women's Bookstore, **Catalogue.**

This publication categorizes titles, as specifically as possible, of the books in the store. All subjects are in some way related to women and their concerns. Subjects include Art and Literary Criticism, Asian, Biography, Children, Drama, Ecology and Peace, Feminist Theory, Fiction, Fitness and Sport, Health and Sexuality, History, How-to Humour, International, Jewish, Lesbian Fiction, Lesbian Non-fiction, Native, Poetry, Spirituality, etc. Thanks to computer programming, the catalogue is updated continuously.

Women's Programs, Division of University Extension, University of Victoria, Box 1700, Victoria, B.C., V8W 2Y2, Tel: 721-8466, **Women in Economic Hard Times: A Record,** 1984. $2.00.

This is an in-depth look through personal accounts by Vancouver Island women about their experiences in today's economy. Problems relate to finances, jobs, food, housing, children's needs, personal and family relationships, and lack of services. Also included are a list of community resources available to women on Vancouver Island, information on how to start community support groups, and books to read.

The Women's Skill Development Society, Burnaby, B.C., **Tools for Change** and **Instructor's Guide.**

Available through the BCTF Lesson Aids Department, this is a resource package to help women make informed career and job choices based on the latest information available. This curriculum looks at the history and present labour market conditions facing women, the impact of technology on women's work, and the ways to gain access to non traditional trades and careers. These materials stress the need for more women to enter 'male fields' and the need to improve the situation in traditional 'female areas'.

B.C. Teachers' Federation
2235 Burrard Street
Vancouver, B.C., V6J 3H9
Tel: 731-8121

THEME 5: ADVOCACY

Not infrequently, those who face unemployment are not familiar with the public support services and financial assistance to which they may be entitled. The unemployed need to know what is available and how to apply for it. They need to know the most effective way to deal with the large services systems. They need to know what they don't have to do as well as what regulations stipulate that they must do. They should know where they can get ombuds and advocacy help if necessary.

PROGRAM POSSIBILITIES

1. **Welfare Rights Advocacy Conference**

   For people who are unemployed or working with the unemployed: an opportunity to learn the ropes of social assistance, the regulations, and how to promote system responsiveness.

2. **Working with the Unemployed**

   A series of seven evening seminars for United Way Agency staff to assist you in effectively working with the unemployed. Topics include "referral and agencies," "crisis intervention," "UIC and how it works," "GAIN and welfare," "stress of unemployment, debt counselling," and "consumer advocacy."

3. **Unemployment Action Centres**

   Sponsored by the B.C. Federation of Labour, with financial support from the Federal Government, the UAC's serve as sources of referral for advocacy in helping people deal with unemployment insurance, social assistance, etc.

4. **Social Services: Right or Privilege?**

   The conference will focus on problems faced by the unemployed and those who work with them in the current economic climate. Topics include "the effects of unemployment and poverty," "special services to children and women's issues," "services for the handicapped," "funding," and "coping with burnout."

5. **Your Day in Family Court**

   This course will examine the advantages of dealing in Family Court: procedures and areas dealt with by Family Court; restraint and separation orders; maintenance, custody and access; protection of children and spouses from assault and mistreatment; and juvenile delinquency.

EXPERIENCE SUGGESTS

Advocacy is central to the democratic experience, and requires competence. Community workers can benefit from training in the skills of advocacy and so can self-help groups. The adult educator can be an important resource for this training.

Advocacy training should include:

- » understanding community (social, economic, political, and information analysis);
- » understanding bureaucracy and how large systems work;
- » knowing the appropriate procedures and instruments for effective advocacy;
- » knowing your personal and organizational limitations as well as strengths in undertaking any advocate activity.

The adult educator periodically will be acting as an advocate for individuals or groups within his own organization or in dealing with another organization. It is important that the educator knows the limits of his personal skills and of what is possible as a member of an

education institution. The lines between acting as a resource to an advocacy group and acting as an advocate must be clear; the appropriateness of the function depends very much on the situation.

The Community Worker's Checklist:

- how well do you know the major agencies that the unemployed deal with: Canada Employment and Immigration Commission; Ministry of Human Resources; B.C. Medical; Ministry of Consumer and Corporate Affairs; and Attorney-General (Family Court)?
- are you a member of any formal or informal group of human service workers concerned about entitlement, advocacy, and services for the unemployed?
- are there any self-help action groups among the unemployed and low income people in your community, and do you have working relations with them?

RESOURCES

A. ORGANIZATIONS

1. **B.C. Association of Social Workers**

   In addition to providing services to its membership, the BCASW conducts studies and prepares reports and policy statements regarding social need and welfare. The Association has local branches that can be a source of information on local social conditions and on matters of advocacy and entitlement.

   200 - 1616 West 7th Avenue
   Vancouver, B.C., V6J 1S5
   Tel: 732-1255

2. **B.C. Human Rights Coalition**

The coalition has been formed to promote information, education and enlightened action in the human rights field in British Columbia.

203 - 96 East Broadway
Vancouver, B.C., V5T 1V6
Tel: 872-5638

3. **B.C. Ministry of Labour**

This Ministry is responsible for human rights legislation and investigation. Further information can be obtained by contacting the Ministry.

880 Douglas Street
Victoria, B.C., V8W 2B7
Tel: 387-6861

Tel: 291-2755 Manpower Advisory Services
294-3878 Training Programs (Vancouver)
389-3033 Employee Benefits (Victoria)
299-7211 Employee Benefits (Vancouver)

4. **Canada Human Rights Commission**

Education and information about human rights in Canada and intervention on human rights matters within the Commission's jurisdiction are among the major responsibilities of this body.

600 - 609 West Hastings Street
Vancouver, B.C., V6B 4W4
Tel: 666-2251

5. **Canadian Council on Social Development (CCSD)**

A national, voluntary organization concerned with social policy and program improvement. CCSD conducts research, publishes reports and organizes programs on matters of social policy and housing, health care, the law, personal social services and income security.

55 Parkdale
Box 3505, Station C
Ottawa, Ontario, K1Y 4G1
Tel: 613-728-1865

6. **Consumers' Association of Canada (B.C. Branch)**

This consumer representative group provides information and tests on consumer products and acts as a lobby for consumers.

103- 163 West Hastings Street
Vancouver, B.C., V6B 1H5
Tel: 682-3535

7. **Dial-a-Law**

Information on Debts:
Tape 120 - Harrassment by debt collectors
Tape 125 - The over-extended debtor
Tape 725 - Foreclosure: what does it mean?
Tape 730 - Foreclosure proceedings
Tape 740 - Jurisdiction of the Small Claims Court

Information on Tenants:
Tape 555 - Raising the rent
Tape 560 - Terminating the Tenancy

1148 Hornby Street
Vancouver, B.C., V6Z 2C3
Tel: 687-4680

8. **Federated Anti-Poverty Groups of B.C. (FAPG)**

An organization of poor people and those concerned about poverty, FAPG has a network of members around the Province. It acts as an advocate organization for low income people and as a public education body. It publishes periodic in-depth reports on poverty and poverty-action programs in the Canadian Ecumenical News (as a B.C. insert).

106 - 26 Loren Street
New Westminster, B.C., V3M 3L7
Tel: 525-3658

9. **411 Senior's Centre Society**

This society provides a drop-in program, a referral centre and information for other seniors' centres and services.

411 Dunsmuir Street
Vancouver, B.C., V6B 1X4
Tel: 684-8171

10. **Lawyer Referral Service**

The purpose is to provide an interview with a lawyer, for up to thirty minutes for a nominal fee of $10.00, regarding possible legal problems and how to seek help. It is designed to encourage people to seek legal advice early before problems become complicated and expensive.

504 - 1148 Hornby Street
Vancouver, B.C., V6Z 2C3
Tel: 687-3221

11. **Legal Services Society**

The purpose is to administer the legal aid services in British Columbia. Consult local listings, or contact the administrative office of the Legal Services Society.

330 - 1140 West Pender Street
Vancouver, B.C., V6E 4G1
Tel: 660-4600

12. **National Anti-Poverty Organization (NAPO)**

NAPO acts as a national clearinghouse and advocacy centre on low income matters. **NAPO News** is published regularly.

465 Rideau Street
Ottawa, Ontario, K1N 5Z4
Tel: 613-234-3332

13. **People's Law School**

Free legal education programs, e.g., "how to deal with the UIC office," "getting fired," "wrongful dismissal," and "union/non-union employees." The publication, **Welfare Rights and GAIN**, provides essential information, including information of interest to native people living off reserves.

3466 West Broadway
Vancouver, B.C., V6R 2B3
Tel: 734-1126

14. **Social Planning and Research Committee, United Way of the Lower Mainland**

SPAR carries out in-depth study and research in subjects like family violence, housing, adequacy of social allowance rates, day care, group homes, and legal services for victims of crime and abuse, etc.

1625 West 8th Avenue
Vancouver, B.C., V6J 1T9
Tel: 731-7781

15. **Social Planning and Review Council of B.C.**

SPARC is a voluntary association serving as the Provincial social planning body. It has members throughout the Province and active networks regionally. SPARC's work has included study and action in almost all aspects of the human care field, including health, social services, community service delivery models, and support for the handicapped, elderly, etc.

106 - 2182 West 12th Avenue
Vancouver, B.C., V6K 2N4
Tel: 736-4367

16. **Society for Children and Youth**

Formerly TRACY (Taking Responsible Action for Children and Youth), this society is the B.C. Chapter of the Canadian Council on Children and Youth. Special projects including the Children's Play Resource Centre.

1811 West 16th Avenue
Vancouver, B.C., V6J 2M3
Tel: 732-3305

17. **Unemployment Action Centre, B.C. Federation of Labour**

The Action Centres have been established around B.C. to provide information, referral and advocacy services to the unemployed. Some Centres also organize public awareness and education programs, instigate self-help groups, and start special services such as food banks. There are more than 30 centres.

3110 Boundary Road
Burnaby, B.C., V5M 4A2
Tel: 430-1421

18. **Workers' Compensation Advisory Services**

115 - 4946 Canada Way
Burnaby, B.C., V5G 4J6
Tel: 291-7351 Employers' Advisors
291-0401 Workers' Advisors

B. PUBLICATIONS

B.C. Federation of Labour, 3110 Boundary Road, Burnaby, B.C., V5M 4A2, Tel: 430-1421, **A Survival Handbook for the Unemployed.**

B.C. Ministry of Consumer and Corporate Affairs, Victoria, **Consumer Assistance Directory**, 1982.

This directory is designed as a guide to organizations, agencies, government departments and ministries which provide assistance to consumers in B.C. A community legal services section provides access to sources of help for debtors in trouble. Available free of charge from Ministry offices.

McNeill, Patricia, **Consumer Book for British Columbia: How to Shop, Complain, and Get What You Want** , Vancouver, B.C.: International Self-Counsel Press, 1980.

Office of the Cultural Heritage Advisor, Vancouver, B.C., **Guide to Resources and Services in B.C.**, 1983.

People's Law School, 3466 West Broadway, Vancouver, B.C., V6R 2B3, Tel: 734-1126, **Welfare Rights and Gain**, 1984 edition.

Provides essential information, including information of interest to native people living off reserves.

THEME 6: ECONOMIC SELF-RELIANCE

Improving the economic self-sufficiency of the household and of the community can be a long-term goal of adult education programs. Community workers can play a major part in facilitating, endorsing, and supporting economic self-help efforts in their communities. These short-term responses to the economy can be the basis for greater economic resilience in the future.

PROGRAM POSSIBILITIES

1. **Food Co-ops**

   Take a new look at an age-old enterprise. Find out how to get high quality foods at substantial savings. Representatives of two successful local food co-operatives will be on hand at this workshop to share their experience. Compare their bookkeeping and management systems as you consider the potential benefits of this co-operative endeavour for your family and friends.

2. **Economic Alternatives**

   This group is proposing to find ways of creating local employment opportunities such as "waste management for profit." Innovative thinkers and doers of all ages and interests are most welcome. Your participation is the first step toward increasing control of economic options.

3. **Strategies for Community Resource Development**

   Topics covered will include project development, funding potential for community based economic, social and cultural development projects, research and development funds and small business initiatives. Emphasis placed on benefits of inter-agency co-operation in times of restraint. This will be of particular importance to small business and industry representatives, non-profit organizations and local government representatives.

4. **Community Business Training**

   A popular and successful program for co-ops, collectives, community groups, social agencies and other progressive organizations. Courses include "democratic management," "financial development," "fund-raising for non-profits," "marketing," and "group dynamics."

5. **People's Exchange Network**

   Various barter systems are being developed at a local community level. Some use widgets as currency, one widget equalling five minutes of time. Others resemble a bank and each member has a bank account.

6. **Food Bank**

   The community food bank has just opened. Most food is being brought from a local co-operative and sold with a 1% mark-up. Volunteers are running the whole show, including packaging, cashiering and bookkeeping. A counselling service is also part of the operation using lay counsellors trained to provide information and referral services.

EXPERIENCE SUGGESTS

Encouraging economic self-reliance involves two tasks: .

- » investigation -- understanding the social and economic health of a community as thoroughly as possible
- » action -- being involved with community efforts towards self-sufficiency.

There are short-run responses like food banks and clothes exchanges. There are also longer-term possibilities, such as the development of a regional economic plan, with the goals of attracting outside business and industry; the promotion of small business activity; the founding of co-operatives and worker collectives; and the instigation of a non-cash skills exchange.

The adult educator's part in fostering self-help might be to:

- » maintain regular communication with a Chamber of Commerce, Rotary Club, Economic Development Commission, or other business-related group;
- » have close ties with a labour council, co-operative and self-help groups in the community;
- » know the various public funding incentives and support for local economic activity;
- » provide nuts and bolts training in organization management and in small business/co-op development;
- » provide support services for groups wishing to start local economic activity (clerical, a mailing address, grant preparation, survey work, etc.);
- » act as the catalyst for a community economic development corporation.

Communities around British Columbia are actively engaged these days in looking at their economic futures. Increasingly the idea of "Community Economic Development" is taking shape. CED takes a comprehensive approach, linking economic renewal with self-reliance and the quality of life.

- » economic activities need to be socially responsive
- » economic activities need to be environmentally sensitive
- » economic activities need to create good working conditions.

Community economic development coordinates a range of local enterprise initiatives, from individual businesses to worker-owned companies and businesses operated by voluntary organizations. It emphasizes maximum use of local human, material and financial resources. It is a means for the community as a whole to work collaboratively in shaping its future.

Typically a community economic development strategy requires a non-profit umbrella organization in which all key interests are represented. This organization can identify social, economic and environmental needs and resources, as well as market conditions and opportunities. It can act as a helper or broker in matching resources and needs. In some instances it might act as a guarantor or even initial funder of new local enterprises. It can also assist in the planning, training and testing necessary to develop a new local product, perhaps even arranging an inexpensive "incubation" setting where space, equipment, basic services and advice are available to fledgling businesses. This same expertise can be made available to established businesses.

The adult educator can assist in the process by which a community takes stock of its economic, social and environmental prospects. He or she can help in the establishment of a competent umbrella organization for community economic development, one that is credible to the community as a whole. The community practitioner may also play an instrumental part in the education and training programs that are developed. Often such programs need to be custom-designed. In this kind of activity, education and training, social support services, business development and job creation are all closely connected.

Below are three examples of community economic development programs involving educational institutions:

1. **Community Development Association**

   Concerned about rising unemployment and a declining city centre, the College called a meeting of people from all sectors of the

community. Representatives of business, industry, education, labour, professional groups and citizen associations adopted the following statement of purpose:

> The achievement of a sustained growth of employment opportunities through a community supported economic development program.

A community economic profile was conducted. From the profile, opportunities for new business enterprises or current business expansion will be identified, and marketing and promotional tools will be developed. The Association will seek and handle contracts for local enterprise development.

> The College is providing organizing advice, facilities, and educational services to the Association.

2. **The Employment Development Society**

This Society is aimed at creating employment opportunities in the region. A Local Employment and Assistance Development (LEAD) designation (Federal Government) has enabled the Society to undertake economic planning and to assist new enterprise developments.

The School District was asked to develop an aquaculture course in support of new fish-farming ventures in the area.

> By starting from scratch, working with the Employment Development Society and the Economic Development Commission, with program development funds from the Ministry of Education and client sponsorship from the Youth Training Options Program and the Ministry of Human Resources, the School District has developed and delivered a viable course which will lead to increased employment opportunities and enhancement of economic development in the region.

3. The Economic Development Society

Following a community meeting about high unemployment an ad hoc committee was formed with the College Continuing Education Co-ordinator as the Chairperson. With the help of Federal funds, a feasibility study was conducted to assess the prospects for a wood products plant for the area. A wood moulding business was deemed viable and the Society was incorporated. The Board of Directors included local citizens, government workers and mill owners. The business has now been launched as a profit-making corporation wholly owned by the non-profit Society, with the ultimate aim to make the company worker-owned. The College has an equity position which, if this business and others that are planned prove successful, could provide a fund from which to support scholarships or other educational services in support of employment ventures.

> The College's Continuing Education Co-ordinator played a vital role by offering the College's resources and expertise to the newly-formed society. A series of seminars for the Board of Directors was conducted on such topics as effective meetings, the function of boards, what is community economic development, etc. College space and clerical resources were also available to the Society for meeting and planning purposes.

RESOURCES

A. ORGANIZATIONS

1. B.C. Chamber of Commerce

Through the Chamber's members in most communities in British Columbia, business information advisory centres are operated. These contain materials and directories of the variety of programs, services and aids to business development. For further information contact the local Chamber or the Provincial organization.

801 - 1199 West Pender Street
Vancouver, B.C., V6E 2P5
Tel: 681-5541

2. **B.C. Ministry of Industry and Small Business Development**

The Ministry provides information and advice with respect to all aspects of small business planning and development. It offers an extensive range of publications and supports seminars on business training. It also can provide matching funds within certain conditions for community workshops on local economic development opportunities.

315 Robson Square
800 Hornby Street
Vancouver, B.C., V6Z 2C5
Tel: 689-4411

3. **Canada Employment and Immigration Commission**

The Public Affairs Division of the Commission has published a report, **Community Based Development: A Development System for the 1980's.** In ordering, ask for the title and add "Technical Study No. 3, July 1981."

140 Promenade du Portage
Ottawa, Ontario, K1A 0J9

4. **The Centre for Non-Traditional Unemployed**

This organization serves as a resource centre for people from professional, business and other skills whose vocations have not previously been so seriously affected by the economic downturn. There are information services and other resources. Self-help is a major theme.

609 Terminal Avenue
Vancouver, B.C., V6A 2M4
Tel: 683-6405

5. **Columbia Housing Advisory Association**

Information and assistance is provided to groups and organizations wishing to develop co-operative housing.

1435 Kingsway,
Vancouver, B.C., V5N 2R7
Tel: 873-4821

6. **Common Ownership Development Association**

CODA is a non-profit society established to promote and distribute information about worker co-ops. A development arm can assist with planning, human resource development and financial packaging for co-operative enterprises.

206 - 33 East Broadway
Vancouver, B.C., V5T 1T4
Tel: 254-3831

7. **Community Congress for Economic Change**

The Congress is a credit union serving co-operatives and self-help groups. It is unique in paying no interest on deposits. Funds are used as low interest loans to start new co-operative business ventures. The Congress also holds courses on "community business training."

33 East Broadway
Vancouver, B.C., V5T 1V4
Tel: 876-2123

8. **Co-operative College (B.C. Branch)**

The college provides training and education for people involved in the co-operative movement.

1441 Creekside Drive
Vancouver, B.C., V6B 3R9
Tel: 734-2768

9. **The Federal Business Development Bank**

The FBDB provides loans, educational programs and individual business counselling with respect to business development. Consult local directory for listings.

885 Dunsmuir Street
Vancouver, B.C., V6C 1N5
Tel: 681-7484

10. **Federation of Community Development Corporations of Canada**

An organization that is interested in providing communications, information sharing and in general advancing the interests of CDC's.

Box 1055
Sydney, Nova Scotia, V1P 6H7
Tel: 902-539-9560

11. **Global Village**

This organization links third world development issues with local economic interests. It has launched a skills exchange using widgets. There is an active public education program.

1371 Discovery Avenue
Nanaimo, B.C., V9S 4B5
Tel: 753-5557

12. **Institute for New Economics**

A non-profit research society which conducts comprehensive studies on issues of substainable economic development. The Institute uses economic, ecological, anthropological and legal tools in its concern to harmonize three areas of importance to Canadian life: a stable path for economic development; the enhancement of native cultural values and ecological preservation; and the strengthening of the local community base.

4551 West 15th Avenue
Vancouver, B.C., V6R 3B3
Tel: 228-8339

13. **Landsman Community Services**

LETS (Local Exchange Trading System) enables its members to engage in exchanges of goods and services without the use of federal dollars.

479 4th Street
Courtenay, B.C., V9N 1G9
Tel: 338-0213

14. **Local Employment Assistance Development Program (LEAD)**

This is a program for communities of under 50,000 population with high chronic unemployment. Through a mixture of grants and loans, the program helps communities develop new enterprises. For information contact the District Employment Development Branch Office, Government of Canada.

Tel:

Lower Mainland	**681-1106**
Victoria	**388-3136**
Terrace	**365-2243**
Kelowna	**763-1181**
Prince George	**564-9398**

15. **Organization for Economic Co-operation and Development**

OECD is sponsoring the "Co-operative Action Programme on Local Initiatives for Employment Creation." Activities include an information exchange, development co-operative innovation networks, pilot projects, reviews of projects, and examination of effective technology for small firms.

2, rue Andre-Pascal
75775 Paris, France, CEDEX 16

16. **Secretary of State (Federal)**

Staff of the Secretary of State work closely with community organizations and special interest groups throughout the Province. Links are maintained with the native Indian community, the multi-cultural sector, women's interests and economic self-help groups. There is a grants program. Staff serve as resource people to communities and community organizations in matters applicable to the Branch.

207 - 1525 West 8th Avenue
Vancouver, B.C., V6J 1T5
Tel: 732-4111

17. **Vanier Institute of the Family**

Through conference, research, seminars and publications, the Vanier Institute is exploring the broad subject of the "new economy." Its magazine **Transition** carries articles on familial and community issues in the new economy, the place of appropriate technology, etc.

151 Slater Street
Ottawa, Ontario, K1P 5H3

18. **West Coast Information and Research Co-operative**

Provides services to local, regional, and international groups on a contracted basis. These services include natural and human resources studies, community planning and development in local economic initiatives, management consulting and technical assistance.

10 - 4965 Argyle Street
Port Alberni, B.C., V9Y 1V6
Tel: 724-3394

B. PUBLICATIONS

B.C. Ministry of Education, Continuing Education Branch, Parliament Buildings, Victoria, B.C., V8V 1X4, Tel: 387-4611, Local 431, Cassidy, Frank and Maureen, **Community Resource Development: A guidebook for Community Educators and Community Education Groups.** Due Summer, 1985.

This publication will provide a "community development" approach to fund raising for community groups.

British Unemployment Resource Network, 318 Summer Lane, Birmingham, U.K., B19 3RL, **The BURN Magazine.** (Cost - 7.00)

Provides an overview of activities in the United Kingdom concerned with unemployment, self-help, community action and community economic development. Many practical ideas and examples are given, for instance, a summer edition featured "Holiday Time," with suggestions about inexpensive holidays for people out-of-work or on low income.

The Centre for Non-Traditional Unemployed, 609 Terminal Avenue, Vancouver, B.C., V6A 2M4, Tel: 683-6405, **The New Minority.**

The newsletter and the organization focus on the phenomenon that is one of the distinguishing features of the present economic downturn -- the numbers of qualified professional, business and skilled people who have lost their jobs.

Centretown Health Centre, 100 Argyle Street, Ottawa, Ontario, K2P 1B6, **A Third Way: Community Economic Development.**

This is a 54 page resource book on alternative community enterprises in Ottawa. Its primary purpose is to educate the community at large about the possibilities of creating community-based employment.

Common Ownership Development Association, 206 - 33 East Broadway, Vancouver, B.C., V5T 1V4, **Worker Cooperative Development in British Columbia: Problems and Prospects,** 1985.

A status report on workers' co-operatives in this Province.

Community Initiatives Publications, 2832 West 36th Avenue, Vancouver, B.C., V6N 2R1, Tel: 263-9464, **Community Initiatives** (formerly **Tough Times News**).

This newsletter serves as a clearinghouse for people concerned with employment/unemployment, social questions and local economic initiatives. A bulletin-board format is used to provide brief annotated listings of people and projects in B.C. and elsewhere. There is also a regular analysis of the Provincial economy.

Dreyfuss, A.E., ed., **City Villages: the Cooperative Question,** Toronto: New Press, 1973.

This book examines a great variety of co-ops: housing, food, bicycle, day-care, books, nursery school, and automotive centre. It describes how to set up a co-op, examines problems and reasons for failures. Dedicated to economic democracy, this book has good perspective, is very human, and gives a very comprehensive survey of co-operative organization. It concludes that "economic democracy is difficult to create, but can be done this way."

Food Co-op Handbook, **How to Bypass Supermarkets to Control the Quality and Price of Your Food,** Boston: Houghton Mifflin, 1975.

Gossen, L.E., **Introduction to Co-operatives: A Self-Study Program,** Saskatoon: Co-operative College of Canada, 1975.

Honingsberg, Peter Jan and Kamoroff, Bernard, **We Own It: Starting and Managing Co-ops, Collectives and Employee-Owned Ventures,** Laytonville, California: Bell Springs pub., 1982.

A comprehensive history, description of types, how to organize, start, operate, incorporate, and continue in the various co-operative ventures specified above. The message from Ralph Nader is: "disconnect from monopolies. Use land and plant your own vegetables -- co-op farming. Form your own co-operative consumer action groups. Make sure you get a slice of T.V. time locally, because without that you can't quickly disseminate good ideas."

Johnson, D. W. and Johnson R., **Learning Together and Alone: Cooperation, Competition and Individualization,** Englewood Cliffs, New Jersey: Prentice Hall.

The Johnson brothers have done pioneering work in demonstrating that learning and working co-operatively can be both productive and create a satisfying learning and working environment.

Kamoroff, Bernard C.P.A., **Small Time Operator: How to Start Your Own Small Business, Keep Your Books, Pay Your Taxes, and Stay Out of Trouble,** Laytonville, California: Bell Springs Pub., 1982.

A step-by-step manual; delightful to read. The book if you want to become an entrepreneur.

Moran, Paul, **Education for Enterprise,** Cambridge, England: National Extension College.

This newsletter serves a network of people concerned with community-based enterprise development through education, both at the youth and adult levels. It is full of examples of curricula, training, workshops, and enterprises begun through the involvement of educational services. Some schools actually launch their own businesses through youth enterprise programs.

Available from National Extension College, 18 Brooklands Avenue, Cambridge, U.K., CB2 2HN.

Nicholls, William and Dyson, William, **The Informal Economy: Where People Are The Bottom Line,** The Vanier Institute of the Family, 1983.

Contains case studies and analyses of informal economic activity at the individual, family, neighborhood and community levels. Such informal activity includes exchanges and other non-cash transactions.

Ross, David and Usher, Peter, **From the Roots Up: Economic Development As If Community Mattered,** The Vanier Institute of the Family, Due Summer of 1985.

An examination of the concepts and methods for communities to take greater charge of their own social and economic well-being.

The Royal Bank, the Vancouver Sun, and the B.C. Ministry of Consumer and Corporate Affairs (Co-sponsors), **Handy Tips on Foiling Inflation From People Who Can Help.**

Down-to-earth practical ideas on how to stretch a dollar, from people and organizations who have thought a lot about the subject.

The Social Planning and Review Council of B.C., 106 - 2182 West 12th Avenue, Vancouver, B.C., V6K 2N4, Tel: 736-4367, **Community Economic Development in British Columbia,** January, 1985.

Consists of two reports: a) Clague, Michael, **Report on a Provincial Seminar, 1984;** b) Strandberg, Coro, **Nine Case Studies.** These two reports provide both an overview and in-depth illustrations of the range of community economic activities currently underway in B.C.

The Social Planning and Review Council of B.C., 106 - 2182 West 12th Avenue, Vancouver, B.C., V6K 2N4, Tel: 736-4367, **SPARC News: Community Affairs in British Columbia.**

This newsletter provides topical information, commentary and analysis of community social and economic developments in the Province.

Vellela, Tony, **Food Co-ops for Small Groups: An Easy-to-Use Handbook,** New York: Workman Pub. Co., 1975.

Start with people you know, research your co-op's needs, and determine the right system for handling money, setting up, evaluating, and adjusting.

Wismer, Susan and Pell, David, **Community Profit: Community Based Economic Development in Canada,** Toronto: Is Five Press, 1981.

This is a "How to book" that presents seven illustrations of community economic development initiatives and then provides guidelines and practical advice for starting a CDC.

The Worker Co-operative Movement in Canada, P.O. Box 850 Adelaide Street Station, Toronto, Ontario, M5C 2K1, **Worker Co-ops** ($9.00 per year).

The Newsletter for the worker co-operative movement in Canada.

THEME 7: VOLUNTEER PROGRAMS

An experience as a volunteer can be an opportunity to learn and to contribute. It cannot be a "make work" project that exploits people who find themselves caught in unemployment. The voluntary experience requires proper recruitment, proper training, placement in the position that best suits the individual's abilities and interests, and proper support and recognition. A volunteer experience can help a person develop new skills for the employment market.

Some community centres are finding an increase in the numbers of people offering to volunteer because of the economy. People in receipt of unemployment insurance should check to make sure that their time spent in voluntary work does not prejudice their UIC support (there is a time limitation, but because of the lack of available jobs UIC offices have not been enforcing it.)

PROGRAM POSSIBILITIES

Volunteer Counselling

A paraprofessional training program for peer counselling. Participants will learn the skills of lay counselling. A number of placement opportunities are available as volunteer counsellors working under the supervision of a trained social worker. Because of the economy, the need for individuals and families to have sympathetic 'listeners' has grown considerably.

Food Bank Needs Volunteers

Volunteers are needed to receive, sort, mark, package and distribute goods for the local food bank. Each volunteer will receive an orientation program and work under the supervision of the Co-ordinator.

Skilled Helping

A short course for people who are interested in acting as information and referral agents for those experiencing unemployment. Topics include effective listening, problem identification, identifying resources, and dealing with the service systems.

EXPERIENCE SUGGESTS

The adult educator can help in the development of voluntary opportunities for the unemployed. He or she can identify the voluntary opportunities in the community, particularly those of potential interest/relevance to people who are out of work. The adult educator can:

» compare opportunities with the training services that are available;

» organize training activities

- for human service workers wishing to improve their skills in working with volunteers
- for the unemployed;

» support self-help groups in improving the management of their own voluntary association in fundamentals such as

- recruiting and maintaining volunteers
- how to run a meeting
- the role of board and committee members
- leadership development
- maintaining communication
- managing finances
- designing a training program;

» collaborate with other human care services working with unemployed people to develop volunteer opportunities.

RESOURCES

ORGANIZATIONS

1. **B.C. Association of Volunteer Centres**

   Promotes standards of service and co-operative training opportunities.

   Volunteer Action Centre North Shore
   1551 Pemberton Avenue
   North Vancouver, B.C., V7P 2S3
   Tel: 985-7138

2. **Canadian Council on Social Development**

   The CCSD is a national voluntary organization with an open public membership. Through independent research, policy analysis, community consultation and information sharing, it promotes voluntarism and provides an opportunity for participation in the development and promotion of social policies and programs aimed at creating a caring society.

   55 Parkdale
   Box 3505 Station C
   Ottawa, Ontario, K1Y 4G1
   Tel: 613-728-1865

3. **The Department of State (Federal)**

   The Department's Voluntary Action Program has the following purposes:

   > To support the participation of Canadians in public and community affairs through national and local voluntary organizations; to provide technical, professional and financial assistance to citizen's groups and organizations towards the accomplishment of their participation objectives; to provide a focal point for citizens' participation and voluntary action policy development initiatives within the Government of Canada.

There is a grants program. Regional Secretary of State staff are available to consult with community groups. The Department has also produced **Sources,** a directory of Government of Canada sources of support to voluntary organizations.

207 - 1525 West 8th Avenue
Vancouver, B.C., V6J 1T5
Tel: 732-4111

4. **Matsqui-Abbotsford Community Services**

This is a voluntary non-profit society established in 1969, serving its community in a large number of ways, such as family services, community support, public information and referral, volunteer bureau, emergency assistance, community law office, and services for seniors. A valuable part of the work is a handbook, **Volunteer Manual,** which provides a step-by-step guide for conducting a volunteer program in a multi-service agency which has a part-time volunteer co-ordinator.

2420 Montrose Street
Abbotsford, B.C., V2S 3S9
Tel: 859-7681

5. **Social Planning and Review Council of B.C.**

SPARC's network of volunteers around the Province includes many people with skills in the recruitment, training and placement of volunteers.

106 - 2182 West 12th Avenue
Vancouver, B.C., V6K 2N4
Tel: 736-4367

6. **Victoria Volunteer Bureau**

Funded by the Ministry of Human Resources and United Way, the Bureau recruits volunteers to provide services to over 250 agencies in Victoria. More than two-thirds of the volunteers are unemployed, and their volunteering is hopefully a bridge to employment through the acquisition of new skills, or in making use of the skills they already have. The Bureau, as well as training volunteers, also trains the agencies in efficient use of volunteers for their maximum mutual benefit.

211 - 620 View Street
Victoria, B.C., V8W 1J4
Tel: 386-2269

7. **Voluntary Action Resource Centre**

This department of the Vancouver Volunteer Centre promotes communication among voluntary organizations in the Province and fosters public education about volunteering. Consulting assistance in local volunteer development is also available.

1625 West 8th Avenue
Vancouver, B.C., V6J 1T9
Tel: 731-6168

THEME 8: ENTERTAINMENT/RECREATION

Leisure may not be thought of as a first priority when dollars are tight. However, recreational activity can be a healthy antidote for economic stress -- and it can take place at little or no cost. Recreation programmers have reported an increase in fitness and exercise-related activities with the economic downturn. Some agencies and public authorities waive fees or offer subsidized rates. There are reports of the growth of spontaneous and informal social functions organized by those out of work. Community service organizations can lend materials, sponsorship and staff support to such undertakings.

PROGRAM POSSIBILITIES

1. **Close to Home Get-Aways**

   Need a break, but think you haven't the time or can't afford a holiday? Tourism B.C. will show you a variety of unique and affordable 'quick trip' ideas that await you virtually in your own backyard. Come and discover them.

2. **Affordable Activities and Entertainment**

   With the recession nibbling away at everyone's entertainment budget, we are offering an evening of ideas for inexpensive activities for the whole family. The emphasis will be on getting better acquainted with what the Lower Mainland has to offer. We will look at some helpful publications and there will be plenty of handouts for participants. The speaker is in charge of the information department of the Greater Vancouver Convention and Visitors Bureau.

3. **Free Use of Swimming Pools, Ice Rinks, Considered for the Jobless (Vancouver Sun)**

   Although the recession prevents them finding a job and being able to afford to pay for recreational activities, unemployed Vancouverites may soon be able to get their muscles working. The Parks Board is considering giving unemployed people free access to swimming pools and ice arenas.

4. **Freshwater Fishing in the Lower Mainland**

   Yes, you can catch fish in the Lower Mainland! Learn which lakes are stocked, the types of fish you can catch, lures and baits to use, and have your questions answered.

5. **Holiday Time: Ideas for Inexpensive Vacations**

   Financial problems may seem to make a vacation impossible, even when you need one most. This informal social evening is planned in co-operation with the Citizens for Employment Committee, and it promises to provide all kinds of practical suggestions about how to get that time away without great expense. The Unemployment Network offers to arrange house-swapping among its members in different parts of the country. There are opportunities for volunteer work (sometimes with expenses paid) in summer camps, on organic farms or on archeological digs. Some unemployed and low-income groups have planned their own camping trips and held fund raising events. Certain voluntary associations and church groups offer special rates at their camps for people on low income. A pamphlet with ideas and resources will be distributed to all participants.

EXPERIENCE SUGGESTS

Developing and maintaining routines is important for the person out-of-work. For some people the opportunity to participate in a multi-activity program is of value, one that combines personal development, vocational/academic up-grading, job-search and physical fitness. In one city, a downtown 'Y' had just such a program. One hour of physical exercise was an integral part of the daily program. Another route is to promote existing fitness programs in places where they can

come to the attention of the unemployed and to offer courses at a cost (if any) that is affordable. CEIC offices and labour halls are obvious places. If there is an athletic program at a College and fitness facilities these might be utilized, or the facilities of a local school, or 'Y'. Whether the participant is engaged in a multi-activity program or not, building some daily routines around job-search, up-grading, fitness and perhaps voluntary work helps maintain mental and "energy" preparedness for work.

Not to be overlooked either are programs of a more social and recreational nature that bring individuals and families together. Perhaps the adult educator might act as a facilitator to get such programs going at a local union hall or church facility. Talent nights, co-operative games, skill demonstrations and pot-luck suppers can all be popular. Staff of the local recreation commission might be the primary resource people for organizing such events. A local elementary school in an inner city neighborhood declared Tuesday nights as "family night." There was no charge. Children were admitted only if accompanied by an adult or older teenager. There were numerous mixed-age family games. The local library set up a reading corner. A school gym group and choir might be the feature presentation. Refreshments were served at a nominal charge. Films were shown. Staff from the local human service agencies joined in as participants and assisted with the organization. Teenagers organized games. So did parents who also helped with the set-up and cleaning-up; an entirely voluntary effort for all.

RESOURCES

A. ORGANIZATIONS

1. **B.C. Ministry of Health, Physical Fitness Branch**

   1515 Blanshard Street, 5th Floor
   Victoria, B.C., V8W 3C8
   Tel: 386-3166, Local 2700

2. **B.C. Ministry of Tourism**

   Literature is available on vacation centres and activities. A brochure on **Family Farm Vacations** describes a comparatively inexpensive way to holiday in the Province.

   800 Robson Street
   Vancouver, B.C., V6Z 2C6
   Tel: 660-2300

   Visitor Services
   1117 Wharf Street
   Victoria, B.C., V8W 2Z2
   Tel: 387-6417

3. **Bicycling Association of B.C.**

   An organization for cyclists who ride for sport, recreation or transportation. Information available about bicycle touring.

   1200 Hornby Street
   Vancouver, B.C., V6Z 2E2
   Tel: 669-BIKE

4. **Canadian Hostelling Association (B.C.)**

   Staying at hostels instead of commercial accommodation provides for economic travel ($6.00 - $10.00 per night). Other travel discounts are available.

   3425 West Broadway
   Vancouver, B.C., V6R 2B4
   Tel: 736-3116

5. **Compatible Leisure Time Promotion**

The distributors of Family Pastimes Games, featuring a fine line of games promoting sharing, teamwork, communication, and decision-making, in which families can "play together", not against each other. Demonstrations and workshops are available.

4832 Lanark Street
Vancouver, B.C., V5N 3S2
Tel: 874-5883
324-4786

6. **Outdoor Recreation Council of B.C.**

The Council promotes safe and wise use of the outdoors, and provides information on low cost activities.

100 - 1200 Hornby Street
Vancouver, B.C., V6Z 2E2
Tel: 687-3333

B. PUBLICATIONS

Canadian Parks and Recreation Association, **Educating for Leisure,** 1978/79 Seminar.

Selected readings with a general theme that is expressed in one article by Janet MacLean: "The person who is no longer a member of the work force will have little peace of mind until society realizes that what one does in his leisure may be as significant and rewarding as what one does in his work."

Cleaver, Nancy, **A Year Round Guide to Family Fun: Games, Crafts, Hobbies, and Projects for All,** Toronto: Pagurian Press Ltd., 1974.

Geared to the younger family, this is an excellent book of ideas at little or no cost. It covers all facets of family life and recreation, and is arranged according to the four seasons of the year.

Cousins, Jean and Robinson, Heather, **An All-Season Guide to Easy Hiking Around Vancouver,** Vancouver: Douglas and McIntyre, 1980.

Excellent practical advice about trails (degree of difficulty) with suggestions geared to accommodating all ages. Lots of enthusiasm for the out-of-doors.

Edwards, Patsy B., **Leisure Counselling Techniques: Individual and Group Counselling Step-by-Step,** Los Angeles, California: Constructive Leisure, 1980.

A comprehensive study of the subject, including types of leisure counselling, interviews with individuals, budgeting time, the activity file, referral material, and group counselling.

Gault, Jan L., **Free Time: Making Your Leisure Count,** Toronto: John Wiley and Sons, 1983.

An excellent study of our misuse of "leisure" time, how we don't enjoy it, what's holding us back, how we can find leisure patterns that are genuinely pleasurable, and therefore how we can experience successful leisure time.

Levy, Dr. Joseph, **Leisure Today,** Guelf, Ontario: Backdoor Press, 1983.

According to Levy, "The major assumption in all my work is that leisure is a central characteristic in being human - not peripheral, tangential, or separate from the rest of life-meaning ... but one of the most critical determinants of our social, emotional, physical, and spiritual development."

Macaree, Mary and David, **109 Walks in B.C.'s Lower Mainland,** Vancouver: Douglas McIntyre, 1983.

Self-explanatory!

Staley, Edwin J., and Miller, Norman P., **Leisure and the Quality of Life: A New Ethic for the Seventies and Beyond,** Washington, D.C.: The American Association for Health, Physical Education and Recreation, 1972.

THEME 9: THEATRE AND THE ARTS

The theatre and the arts are a means to entertain, to create awareness, to educate and to stimulate. Throughout history, the theatre and the arts have served as a mirror of society -- too honestly for some -- and as a way to reach a cross-section of people. Theatre and the arts can affirm the validity of existing norms and values, or they can provoke change. Their success depends upon finding and striking the responsive chord in their audiences and discerning the hopes and fears of people in their daily life experience. They are powerful educational tools.

PROGRAM POSSIBILITIES

1. **Coping through Co-operation/Learning to Live Through Hard Times**

   Among the many events at this community workshop will be the Ralph Cole musical, **Opera Without Tears.** This production will provide unique entertainment for the whole family.

2. **Survival Carnival**

   Two highlights of the Carnival will be two stories selected by Ensemble Theatre for presentation, **The Little Prince** and **Many Moons.** Both contain messages relevant for hard economic times. They will be of interest to families and people of all ages.

3. **Human Rights Ballet**

   The subject of this ballet, especially written by the local company, is that of human rights. Themes of poverty and of justice for the disadvantaged people are portrayed in ways that provoke thought and raise consciousness of social questions.

EXPERIENCE SUGGESTS

Experience suggests that theatre for social comment and education is at its best when people can identify with it. The thought of writing a script, recruiting acts and mounting a production may seem ambitious, but it is well worth considering. Is there a college, a high school drama department, or local theatre company? Sketch out to people with experience in community theatre the kind of play that might best suit educational goals and the climate of the community. One social commentary theatre group presented a play about immigrants learning English. Another staged a production on the problems of housing. Audience participation and follow-up discussion can be built into the theatre experience. Another possibility is to sponsor an existing play for the timeliness of its message for the community's present circumstances.

Art, music and literature offer prospects of enriching community programs regarding the economy as well. A poster contest could help promote events and convey thought-provoking messages. Music and song, especially in the folk music idiom, can attract attention to issues, and build group and community spirit. A popular "people's literature" can be encouraged through prose and poetry that gives voice to feelings and aspirations as well as to serve as a valuable record of the times. Similarly, the use of film, video and audio technologies can be important sources for information, education and involvement, especially if people in the community are engaged directly in the production process.

RESOURCES

A. ORGANIZATIONS

1. **The Affiliation of Multicultural Societies of B.C.**

   Among this organization's services and interests are those that promote and practice the retention of culture.

   1254 West 7th Avenue
   Vancouver, B.C., V6H 1B6
   Tel: 738-2724

2. **Assembly of British Columbia Arts Councils**

   The Assembly represents more than 80 community arts councils and their 100,000 members in British Columbia. It is an association of volunteers dedicated to developing interest and participation in all forms of the arts. The Assembly has a newsletter, and compiles and maintains a resource files library. It can provide contact information for local arts councils.

   314 West Cordova Street
   Vancouver, B.C., V6B 1E5
   Tel: 683-4358

3. **B.C. Provincial Secretary and Ministry of Government Services, Cultural Services Branch**

   The Branch has co-ordination staff for the performing arts, the visual arts, community and regional arts programs, and for publications and design.

   333 Quebec Street
   Victoria, B.C., V8V 1X4
   Tel: 387-1011

4. **Emily Carr College of Art and Design**

   The College has an active touring exhibit and workshop program to promote interest and involvement in art across the Province.

   1399 Johnston Street
   Vancouver, B.C., V6H 3R9
   Tel: 687-2345

5. **Folk Music**

Folk Music has a strong tradition of social commentary. The perfoming of such music from the past provides a valuable link to the present. As well, contemporary folk songs can be written to raise consciousness and make social statements.

Many communities have informal folk song groups. There are also established organizations like Vancouver Folk Music Festival, which runs the annual mid-July weekend program, and Folkfest which provides co-ordination for multicultural events, including the annual July 1st celebration in Vancouver.

Vancouver Folk Music Festival
3271 Main Street
Vancouver, B.C., V5V 3M6
Tel: 879-2931

Folkfest
1254 West 7th Avenue
Vancouver, B.C., V6H 1B6
Tel: 736-1512

6. **National Film Board of Canada**

The National Film Board initiates and promotes the production and distribution of films concerned with social, economic, cultural and scientific developments in Canada. The Board staff will actively participate in conferences, seminars and workshops. Publications and educational aids are also available.

Pacific Regional Office
1161 West Georgia Street
Vancouver, B.C., V6E 3G4
Tel: 666-0716

811 Wharf Street
Victoria, B.C., V8W 1T2
Tel: 338-3868

> **Don't Forget:** The art and drama departments in local schools and colleges (and universities for those near one) can be a valuable resource.

7. **The Performing Arts in the Third World**

The theatre and arts are strong allies of adult education and reform in the third world and represent a reservoir of experience that the practitioner can discover for applicability in British Columbia.

B. PUBLICATIONS

Centre for the Study of Education in Development Countries, Badhuisweg 251, P.O. Box 90734, NL-2509 Lis, The Hague, The Netherlands, **The Popular Performing Arts: Non-Formal Education and Social Change in the Third World**, Bibliography No. 7 (Kidd).

This review essay and bibliography by Ross Kidd lists sources for using the arts -- drama, music, puppetry, dance, etc. -- as tools for communication, learning popular expression and organization.

Community Projects Foundation, 60 Highbury Grove, London, U.K., N5 2AG, **Community Festivals Handbook**, 1983.

A practical guide to all aspects of organizing and operating a successful community festival.

Pacific Association for Continuing Education, 2832 West 36th Avenue, Vancouver, B.C., V6N 2R1, Tel: 263-9464, **Chautauqua is Back! Organizing A Community Education Festival.**

Sixty years ago, communities across Canada looked forward each year to the travelling educational festival known as "Chautauqua." This event combined lectures, theatre and music by touring performers and people expert in the topics and issues of the day.

Now a new publication -- due in July 1985 -- proposes a modern version of Chautauqua, **Chautauqua is Back! Organizing a Community Education Festival.** It is a do-it-yourself guide for community groups wanting to organize neighborhood or community-wide educational and entertainment programs. The emphasis is on using local talent, but of course outside experts and performers can be used as well, as drawing cards.

THEME 10: UNDERSTANDING ECONOMICS

People know that their pocket-books are hurting. The causes, the forces and the events that create economic depressions are confusing and many answers seem contradictory. People need information about what is happening, why it is happening and what it is likely to mean. They need to know the different economic analyses and proposed solutions. They should have an opportunity to express their own views and arguments.

PROGRAM POSSIBILITIES

1. **B.C.'s Economy: Understanding the Cycles**

   As a resource-based economy, our Province is particularly vulnerable to international market conditions. This workshop will study the cycles of economic activity in this Province as a way of understanding how our economy has worked. Assessments of what the future holds will also be made.

2. **Lessons from Labour's Past**

   British Columbia has a strong tradition of trade unionism. The trade union movement grew out of previous periods of economic hardship. The issues, the response and the role of organized labour will be examined. Participants in this workshop will also explore the role of labour today when the economy is undergoing such great change.

3. **The Economy and Our Future: Who's Crystal Ball to Believe?**

   A public forum that presents some of the major views about today's economy, its problems and the possible solutions. Panelists representing a cross-section of political and economic spectrums will give their views and will participate in discussion and exchange with the participants.

EXPERIENCE SUGGESTS

Here we are concerned with broad public affairs education in the best tradition of adult education. The goal is to promote informed discussion and debate across the community spectrum. The challenge is to provide the linkages in the world of economics between household, community, region, nation and the international scene, enabling people to sense the interplay of forces that affect their daily lives.

Among the components of a public affairs program on the economy are:

- » the presentation of basic information about what the economy is doing -- the level of employment/unemployment, productivity, inflation, the value of the dollar, as well as gross national and gross provincial products;
- » explanation of the basic terms and tools for gathering information and reporting on the economy;
- » analytical information -- the presentation of the major points of view that attempt to explain why the economy is doing what it is doing, and that venture into forecasts about where it is headed;
- » the social and moral questions -- the presentation of viewpoints about the consequences of various economic policies for individual and community well-being;
- » the historical experience -- what are the patterns of the past in economic activity and what lessons do they hold for the present?

The vehicles for public affairs programming can include public meetings and the media (the KNOW Network offers considerable potential). Well-known economists and politicians might be asked to debate economic questions. Public participation could be planned through public meetings and interactive use of the media. A booklet might be prepared

that explains and clarifies the issues and the points of view. A participation structure could be designed whereby the range of views expressed by participants can be shared with elected officials from the three levels of government. A community forum, for example, can serve as a town meeting where citizens and politicians can discuss and debate economic questions. The components are information, reflection and a search for areas of practical consensus out of which may come action for community betterment.

RESOURCES

A. ORGANIZATIONS

1. **B.C. Central Credit Union, Economic Department**

   B.C. Central publishes **Economic Analysis** which periodically reviews the Provincial economy.

   1441 Creekside Drive
   P.O. Box 2038
   Vancouver, B.C., V6B 3R9
   Tel: 734-2511

2. **Canadian Conference of Catholic Bishops**

   In 1982 the Bishops published, **Ethical Reflections on the Economic Crisis.** An analysis of current economic difficulties is given along with some prescriptions. There is a call for "community forums" to discuss the questions raised.

   90 Parent Avenue
   Ottawa, Ontario, K1N 7B1

3. **Canadian Council on Social Development**

The Council publishes **Perception** and **Overview**. The former is a magazine that carries articles on matters of social and economic concern. The latter is a newsletter with current information on federal and provincial legislative activity in the human services, and on people, programs and events. The Council has an active research and publishing program in health care, social services, housing, citizen participation, poverty and the law -- all from a social development perspective.

Box 3505, Station C
Ottawa, Ontario, K1Y 4G1
Tel: 613-728-1865

4. **Canadian Ecumenical News**

The **News** has a regular section on poverty, prepared by the Federated Anti-Poverty Groups of B.C. (FAPG). Information includes the activities of self-help groups, an analysis of legislative actions as they affect the poor, and proposals for change.

1410 West 12th Avenue
Vancouver, B.C., V6H 1M8
Tel: 736-1821

5. **Canadian Federation of Independent Businesses**

Its mandate is to defend the entrepreneurial spirit from harmful changes, especially in tax policies and the economic climate operating by surveys of members rather than committees. The CFIB tries to influence policy, particularly federal. One of its five regional representatives is located in Victoria.

56 Sparks Street
Ottawa, Ontario
Tel: 613-235-2373

6. **C.D. Howe Research Institute**

The Institute publishes periodic reports on the Canadian economy with provincial and regional analysis. It undertakes research and study of specific questions (e.g. energy), and publishes the results.

Glendon Hall, York University
2275 Bayview Avenue
Toronto, Ontario.

7. **Conference Board of Canada**

An independent research institution, the Board has 800 members including corporations, government departments and agencies, labour unions, industry and trade associations, universities, public libraries and individuals. It publishes **Quarterly Canadian Forecast** and **Quarterly Provincial Forecast** based on information from a variety of sources. It also produces **The Survey of Consumer Buying Intentions** and **Consumer Market Update.** Many other more specific publications are also available.

100 - 25 McArthur Avenue
Ottawa, Ontario, K1L 6R3
Tel: 613-746-1261

8. **The Fraser Institute**

The Institute is dedicated to improving public awareness and understanding of the key economic and social issues confronting Canadians. It believes that Canadians have a choice between individual initiative or government intervention as the principal source of economic progress, and suggests the issue should be resolved by choosing the most desirable mixture of the two. The Institute conducts research, publishes, organizes seminars, and issues policy papers. The Economic Education Resource Centre is a resource for educators.

626 Bute Street
Vancouver, B.C., V6E 3M1
Tel: 688-0221

9. **The National Council of Welfare**

The Council is a citizen advisory body to the Ministry of National Health and Welfare. It is composed of people from low-income backgrounds and from vocational and professional interests in the human services. Reports on various aspects of welfare and poverty are published and made available to the public.

Brooke Claxton Building
Ottawa, Ontario, K1A 0K9

10. **The Pacific Group for Policy Alternatives**

The Pacific Group is an independent body established to develop a research and policy institute for B.C., which will present alternative economic and social policies for trade unions, co-operatives, women's groups, community groups, decision-makers and all concerned British Columbians involved in social and economic change. It sees itself as a counter to "conservative, pro-business" views of B.C. society. It conducts conferences and seminars, and also publishes papers periodically.

22 East 8th Avenue
Vancouver, B.C., V5T 1R4
Tel: 324-6122

11. **The Royal Bank of Canada**

The Royal Bank publishes the **Trendecator** newsletter, with analyses and forecasts on the Canadian economy. Available from local branches.

(A number of banks publish economic newsletters. Ask local branches.)

12. **Statistics Canada**

This statistical arm of the federal government publishes economic and demographic data of national, provincial and regional interest.

100 - 1145 Robson Street
Vancouver, B.C., V6E 3W8
Tel: 666-3691

13. **The Vanier Institute of the Family**

The Institute publishes **Transition**, a newsletter which includes economic questions as they affect families. The "new economy" is a particular theme of the Institute in its newsletter and other publications, relating to appropriate technology, the "informal" economy, etc.

151 Slater Street
Ottawa, Ontario, K1P 5H3
Tel: 613-232-7115

14. **Other suggestions to follow up locally:**

- » Employment and Immigration Canada -- some regional centres produce local employment information;
- » Chambers of Commerce;
- » District Labour Councils
- » Economic Development Commissions (regional)
- » Economics departments in colleges and universities
- » Business pages of **The Globe and Mail, The Sun** and **The Province**
- » **B.C. Business** Magazine.

B. PUBLICATIONS

Barber, Clarence L., and McCallum John C.P., **Unemployment and Inflation: The Canadian Experience,** Toronto: J. Lorimer in association with the Canadian Institute for Economic Policy, 1980.

B.C. Ministry of Industry and Small Business Development, 315 Robson Square, 800 Hornby Street, Vancouver, B.C., V6C 2C5, Tel 689-4411, **British Columbia Facts and Statistics, 1984.**

The purpose of this publication is to provide information regarding physiography, climate, geology, forestry, minerals, agriculture, fisheries, tourism and other aspects concerning the economy of the Province, as well as sections on government, population, labour force, education and social services.

B.C. Ministry of Industry and Small Business Development, Information Services, Parliament Buildings, Victoria, B.C., V8V 1X4, **B.C. Economic Bulletin.**

This periodical contains information dealing with current activities in industry, business and trade in the Province and with provincial policies and programs.

Brown, Barbara E., ed., **Canadian Business and Economics: A Guide to Sources of Information,** Ottawa: Canadian Library Association, 1981.

Includes a bibliography of directories, periodicals, and books on business theory and practice, economic theory, industry, finance, government, labour, public finance, small business and service industries.

Canasus Publications, 50 - 200 Granville Street, Vancouver, B.C., V6C 1S4, **B.C. Business.**

A monthly magazine of business affairs in British Columbia, including a regular analysis of the Provincial economy. Available at newsstands or through Canasus Publications.

Chevaldayoff, Wayne, **Business Page: How to Read it for Profit, Politics and Peace of Mind,** Ottawa: Deneau and Greenberg, 1980.

Drucker, Peter F., **Toward the Next Economics and Other Essays,** New York: Harper and Row, 1981.

English, H. Edward, **Economic Reasoning,** Toronto: Canadian Foundation for Economic Education, 1980.

Galbraith, John Kenneth, **Age of Uncertainty,** Boston: Houghton Mifflin, 1977.

Galbraith, John Kenneth, **Money: Whence It Came, Where It Went,** Boston: Houghton Mifflin, 1975.

McLean, Bruce, **A Union Amongst Government Employees: A History of the B.C. Government Employees' Union, 1919-1979,** Victoria: B.C. Government Employees' Union, 1979.

Mankato State University, Economics Department, Box 14, Mankato, U.S.A., MN 56001, **The Human Economy Newsletter.**

This newsletter is concerned with thought and experimentation in "a new kind of economics if humanity is to survive."

Rueber, Grant Louis, **Canada's Political Economy: Essays on Current Issues,** Toronto: McGraw-Hill Ryerson, 1980.

Solidarity Coalition, 6th Floor, 686 West Broadway, Vancouver, B.C., V5Z 1G1, Tel: 873-6322, **The People's Report: A Social and Economic Alternative for British Columbia,** 1985.

A report on the work of the "People's Commission" that toured the Province and received over 400 submissions on matters dealing with social and economic questions.

Statistics Canada, Ottawa, Ontario, K1A 0T6, **The Labour Force.** ($38.50 per year)

A monthly survey of the Canadian labour force nationally and regionally. Data includes employment/unemployment by sex, marital status, age, education, industry and occupation. There is always a special commentary and analysis section.

OBTAINING, DIGESTING AND RECYCLING ECONOMIC AND SOCIAL INFORMATION FOR COMMUNITY EDUCATION PURPOSES:

A great deal of information, of a socio-economic nature, is generated in Canada. It can be grouped in the following categories:

- » primary research and data gathering;
- » secondary source information gathering, analysis and dissemination;
- » impressionistic and subjective information interpretation and dissemination.

All three categories have their part to play in documenting and reflecting the social and economic conditions of the day. It is difficult, if not impossible, for the adult educator to stay on top of even the major information sources. Still, having current, reliable information about local social and economic trends is central to the practitioner's role:

- » it is a valuable resource for the community and for one's institution;
- » it can serve as a mirror on the community, reflecting back to people the strengths and weaknesses of community life and thereby heightening consciousness for informed citizen participation on local interests;
- » it is a powerful planning tool;
- » it can help illustrate the interdependence between the local community and provincial, national and international trends and patterns.

The job then is to know what information to look for and where to find it, to be able to distill its essence and to incorporate this into educational activity.

The following are illustrations of a few ideas:

1. **A Quarterly Report on the Community's Social Health**

   Information from Statistics Canada, the local Employment and Immigration Centre, Ministry of Human Resources Regional Office, Chamber of Commerce and the local police can be used to create one or more profiles:

   » describing the local employment picture;

   » outlining the local economy (business activity);

   » singling out potential social trends (single parents, unemployed youth, availability of volunteers);

   » suggesting activities and services appropriate to the above.

   The report could be printed inexpensively and distributed widely. It could provide the basis for a presentation to a City Council, social agencies and service clubs.

2. **Documenting Specific Social Conditions for Planning Purposes**

   The trends identified in the first illustration provide a basis for more in-depth investigation around specific social conditions. The presence, for example, of a growing pool of semi-skilled people out of work because of the economy or technological change may necessitate more in-depth investigation in order to:

   - verify numbers of people
   - establish education and skill levels
   - identify present and foreseeable employment prospects.

   Information sources might include local employers, the CEIC office, a regional Economic Development Commission, as well as the local Trades and Labour Council.

   Educational planning would proceed from the information that is generated.

3. **Assisting Self-Help Groups**

A group of people wish to start a local co-operative business. The Community Educator can assist by:

» providing advice (his/her own or enlisting other resource people) on researching the prospective market;

» providing information about local socio-economic conditions;

» providing information about the potential labour pool, its skills and training requirements.

RESOURCES

A. ORGANIZATIONS

Please see the section in the Kit on "Understanding Economics" for listings of a variety of information sources in this field. In addition, some or all of the following sources may be available at the local level, dealing with specifically local conditions:

- Canada Employment and Immigration Office
- Economic Development Commission
- Ministry of Human Resources Regional office
- Chamber of Commerce/Board of Trade
- District Labour Council and local union offices
- Social planning council or community resources society
- United Way
- Local newspaper
- Local library
- Community college business department or other appropriate department.

B. PUBLICATIONS

The B.C. Ministry of Education, Continuing Education Branch, has four publications which are aids to economic and social information gathering, analysis and planning:

1. **CE Programmer's Manual**

   The purpose of this manual is to give enough practical information to help a CE programmer or co-ordinator begin the process of developing and delivering programs and courses. The manual is intended to help make decisions about the allocation of educational resources on the basis of identified need.

2. **Community Survey Handbook**

   This handbook is a supplement to the CE Programmer's Manual. Specifically it provides information regarding the conduct of formal and informal research in relation to assessing community needs. The handbook will be of interest to both the adult educator in community practice and to community-based organizations.

3. **Getting to Know Your Community** (2nd Edition)

   This manual establishes a social indicators framework as one of the ingredients in developing a profile of the community's social health. Included is a description as to how to use social indicators, a bibliography on the subject, an index of indicators and a beginning social indicators profile by college region in the Province.

4. **Directory of Special Projects.**

   This Directory lists the "special projects" funding under the Division's Continuing Education Project System. The Directory has been periodically updated since the first projects were funded in 1977 (the Project System was discontinued in 1983/84.) Three editions cover the years 1977 to 1981. Many community surveys and studies were conducted with Project funding on a variety of subjects. These are all indexed and described in the Directory.

   Contact: B.C. Ministry of Education, Continuing Education Branch, Parliament Buildings, Victoria, B.C., V8V 2M4, Tel: 387-4611 Local 431,

Ontario Ministry of Tourism and Recreation, Recreation Branch, Queen's Park, Toronto, Ontario, M7A 2E1, **Enjoying Research: A "How To" Manual in Needs Assessment,** Abbey and Abbey-Livingstone. $6.00.

This very readable publication is designed for the person without any formal research training who wants to know how to carry out needs assessments. People with such training will no doubt find it helpful too.

Statistics Canada, Publications Sales and Services, 10th Floor, R. H. Coats Building, Ottawa, Ontario, K1A 0V7, Tel: 613-992-3151, **How Communities Can Use Statistics.**

This publication is designed to assist communities in assessing data that may be needed for completion of projects and is directed to those for whom statistically-based research may be an essential and regular part of their daily work.

Send $1.00 to Statistics Canada in Ottawa or contact the nearest regional or local office:

1145 Robson Street
Vancouver, B.C., V6E 1B6
Tel: 666-3695

SIMPLE EVALUATION:

For the adult educator in community work evaluation serves a number of practical purposes:

- » it adds to one's own learning;
- » it tells whether or not one has achieved what one set out to do;
- » it is a means to promote the autonomy and self-directed learning of others;
- » it enhances credibility.

Evaluation is a means by which the practitioner can keep a necessary distance from her or his work - maintaining a sense of objectivity.

The simplest evaluation involves the practitioner in:

1. Setting down on a piece of paper personal objectives for a community education project.
2. Negotiating, amending and building consensus for these objectives with others who will be involved in the program or activity.
3. Monitoring progress on the objectives as work proceeds:
   - a small pocket diary can serve as a daily log to record events, facts, experiences and personal impressions in relation to a program or project.
4. Reviewing progress during the life of the project:
   - using the diary as an information source along with other documentation (minutes, correspondence, reports, audio-visual) for review.

5. Assessing outcomes against original objectives:

   - using the diary and other documents, as above, plus questionnaires, surveys or interviews of formal/informal nature for assessment.

Evaluation is concerned with:

a. the content and substance of the learning experience;

b. the methods used.

In community practice settings where a lot of social animation and group development is involved, one of the learning objectives is to increase the skills of community groups and organizations in conducting their own evaluations.

A pen, a note-book, an observant eye and fifteen minutes for reflection at the end of the day are the ingredients for useful, practical evaluative activity. With the note-book one can record the events in personal shorthand as one experiences them during the day. After work, a review and writing down of dominant reflections and observations provides an appropriate closure for the day while contributing to an invaluable on-going information base.

WHAT WORKS AND WHAT DOESN'T WORK FOR YOU?

Almost all of the program illustrations in this Kit have come from the working experiences of adult education practitioners in the field. Some were highly successful activities. Others were less so, and a few just didn't pan out. What works in one community may not in another.

Programs dealing with tough economic times pose some special challenges and difficulties that have been mentioned several times in the Kit:

- » the fear of stigma on the part of the participants;
- » the need to be realistic without being negative in program descriptions;
- » the importance of fostering communication and co-operation across interest groups in the community (business, labour, the unemployed, consumers, etc.);
- » the importance of fostering individual and group self-reliance in dealing with economic matters.

The **EXPERIENCE SUGGESTS** sections have described some of the lessons learned about these and other problems in each program area. Again, practitioners can expand on these lessons through keeping a diary or work log and sharing this record with others.

RESOURCES

PUBLICATIONS

There is no shortage of publications on the subject of evaluation. To illustrate the diversity of approach, four different publications and a research network are listed.

Attkisson, Clifford; Hargreaves, William; Horowitz, Mardi; and Sorenson, James, eds., **Evaluation of Human Service Programs,** New York: Academic Press, 1978.

A thorough examination of the difficulties and the compromises that are necessary in conducting formal evaluation in the human services.

B.C. Ministry of Education, Continuing Education Branch, Parliament Buildings, Victoria, B.C., V8V 2M4, Tel: 387-4611 Local 431, **CE Programmer's Manual.**

The Manual (see previous section) discusses four main types of evaluation in adult education activity; program evaluation, course evaluation, instructor evaluation and self-evaluation.

Secretary of State, Pacific Region, 1525 West 8th Avenue, Vancouver, B.C., V6J 1T5, Tel: 732-4111, **Evaluation Research and Citizen Groups: How to Use Evaluation for Your Own Ends.**

A practical explanation of the purposes of evaluation and methods for community groups.

Victoria Volunteer Bureau, 211 - 620 View Street, Victoria, B.C., V8W 1J6, Tel: 386-2269, **Evaluation for Community Service Organizations.**

An introductory manual to help community organizations understand and undertake evaluations which are meaningful, useful and relevant to their needs.

The Participatory Research Network

Participatory Research has developed as an alternative to established social science research and evaluation methods. This type of research is particularly suited to community development and community education activity, for it requires an active partnership between the professional practitioner and the groups/organizations with whom he is working in assessing a shared social concern or project.

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GOOD LUCK WITH YOUR COMMUNITY WORK

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The Adult Education Consortium on Economic Dislocation